



# Prospectus

Welcome to our Pre-Schools

Sunny Ile

C/o Greenfylde First School, Silver Street, Ilminster, Somerset TA19 0DS

Tel (01460) 259732

[www.sunnyilepreschool.co.uk](http://www.sunnyilepreschool.co.uk)

[sunnyile@educ.somerset.gov.uk](mailto:sunnyile@educ.somerset.gov.uk)

Cygnets

C/o Swanmead Community School, Ditton Street, Ilminster, Somerset TA19 0BL

Tel 01460 57444

[www.cygnetspreschool.co.uk](http://www.cygnetspreschool.co.uk)

[cygnets@educ.somerset.gov.uk](mailto:cygnets@educ.somerset.gov.uk)



Sunny Ile



Cygnets

## Our Mission Statement

Our Pre-Schools provides a safe and stimulating environment in which children can begin their journey as life-long learners. Each child is treated with patience and care, and their individuality is respected and cherished. Trusting relationships are formed with parents and carers. Staff ensure that every child receives an enjoyable and challenging learning experience that is tailored to meet their specific needs. Through play we help children develop important skills for the future.

Sunny-Ile and Cygnets are popular, well-established pre-schools situated in Ilminster town center. We cater for children aged 2 to 4 years old. We first opened for children 30 years ago. We are at the heart of our local community and are part of Greenfylde First School.

### **Policies and procedures**

The aims stated in our mission statement above form the foundation of our policies and procedures. Our policies and procedures are available to read in the setting. They are reviewed regularly to ensure they are up to date and relevant.

### Policy List

Administrating medicines  
Arrival and Departure  
Admissions

Behavior Management  
Confidentiality  
Continued professional development  
Diet and food hygiene  
Emergency Closure  
Fees  
Induction procedure  
Intimate Care  
Ill or infectious child  
Key person  
Key holder  
Learning Journals  
Missing child  
Making a complaint  
Outings and visits  
Parent partnership  
Prevent duty  
Health and safety  
Safeguarding  
Safe Internet use  
Safer recruitment  
Staff handbook  
SEN  
Students and volunteers  
Sun protection  
Uncollected child

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## Meet the Team - Sunny Ile

At Sunny-Ile we have a team of dedicated, well-qualified and experienced staff to look after your child and ensure that their emotional and developmental needs are met.

We regularly undertake training to ensure that we are up-to-date with current practice and thinking. Please see the notice board in the cloakroom for a full list of staff qualifications.

### Pre-School Leader

*Nominated Safeguarding Officer*



Hi, my name is Cheryl and I am the Leader of Sunny Ile.

In 2004, I began studying for my NVQ 3 to fulfill my ambition of working with children and have worked at a nursery and Pre-School in Crewkerne for nine years. I really enjoy music and movement,

story-telling, getting messy with gloop and art activities. I always believe learning should be a fun experience and look forward to sharing my funny stories and songs with you.

### Deputy Pre-School Leader

*SENCO, ENCO Deputy Safeguarding officer*

My name is Diane and I am a Keyperson at Sunny Ile Preschool. Sunny-Ile is a fun place to be. My favorite activity is art, which allows you to explore your creative side. We spend most of our spare time within the local carnival scene or working hard in our allotment.



### Keyperson Assistant



Hi my name is Jo studied 'childcare' at college for 2 years after leaving school and then went to work at Fiveways School for the next ten years. I took some time off to be with my own children until they had both started school. Then in April 2005 I came to work at Sunny-Ile where I studied for my NVQ3 to become a Keyperson. I enjoy working here - I love reading rhyming stories and the gloop!

### Keyperson Assistant

Hello, my name is Debbie and I am a Keyperson here at Sunny- Ile Pre-School. I have worked at Sunny-Ile since 2008 when I began studying for my NVQ3 in Childcare. I really enjoy watching the children at Sunny-Ile grow and become more independent. We do lots of fun activities here. Some of my favorite things are painting, playing in the sand and reading stories.



### Keyperson Assistant



Hi my name is Alison. I have worked at Sunny-Ile Pre-School for over ten years as a Keyperson. I love working with children and enjoy watching and helping them grow into confident and happy individuals. I enjoy all pre-school activities (apart from cooking!)

### Keyperson Assistant

My name is Beccy and I am a Keyperson here at Sunny-Ile Pre-School. I'm really looking forward to getting to know you. We are going to have lots of fun together and enjoy doing some activities like, drawing, painting, building, and storytelling, making things,



playing outside and lots, lots more! I hope you are looking forward to it as much as I am.

# Meet the Team - Cygnets

## Pre-School Leader



*Nominated Safeguarding Officer*

Hi my name is Natalie, I am the Leader at Cygnet Pre-School. I have over 12 years' experience of working in early years. In 2008 I completed my level 3 Diploma in early years. In 2019 I gained my CACHE level 4 certificate in early years and I am currently working towards my 2nd year of my foundation degree in early years learning and development. I have 4 young children of my own and have a great passion in helping young children thrive and develop. I love to get involved with messy play, singing and also snuggling up with a story in the book corner.

## Deputy Pre-School leader

Hi my name is Sophie and I am the deputy leader at Cygnet pre-school. I gained my level 3 diploma in childcare in 2010 where I then went to work in a nursery. I then moved to Cygnets in 2014 and have loved getting to meet so many families. My favorite activities at pre-school are messy play such as gloop and painting and being outside in our forest school area. I have two young children of my own and in my spare time I enjoy going for long walks with them and my dog.



Hi my name is Sarah, I have a level 3 diploma in early years and have 10 years of childcare experience, along with personal experience with my own 2 children. I have joined the team at Cygnet preschool and am really excited to bring my knowledge and understanding along to help the children develop and learn. I love to bake and really enjoy being creative.

Hi my Name is Naomi, I have a level 3 diploma in early years as well as 12 years of early years working experience, I also have personal experience with my own 2 children. I am excited to be a member of the Cygnet preschool team. I love to be outside and exploring in nature. I also like playing games, messy play and numeracy activities.



Hi my name is Kelly, I have joined the Cygnet preschool team, bringing with me a level 2 early years qualification as well as 15 years of childcare experience and a daughter of my own. I love to make everything as fun and exciting as possible to help children thrive and develop in their learning experiences.

## Administrator



My name is Helen. I started working at Sunny-Ile in December 2011 and I really enjoy my role as 'Administrator'. It is my job to process pre-school applications, produce invoices for parents, apply for 2 and 3 Year Old funding and carry out other administrative tasks for both our pre-schools. I am available to discuss with parents any concerns or questions that they may have about the invoicing and funding process

### **Pre-School Closure**

During bad weather staff will make every effort to keep the Pre-School open if it is safe to do so. However, if the Pre-School does need to be closed for any reason when it is normally open, notice of closure will be posted on the Pre-School website and on our Facebook Page. If the Pre-School needs to be closed during the school day, the Pre-School Leader or Deputy will ring you and request that you pick up your child.

### **Pre-School Fees and Early Years Funding**

As a registered provider under the government's Early Years Funding Scheme we receive funding for eligible 3 and 4 year olds. Funding is available, up to a maximum number of 15 hours per week, from the term after a child is three. Top up fees will be charged for any hours over this entitlement or if funding is used at another Early Years setting.

There is also funding available for some 2-year-old children whose families receive financial support.

From September 2019 Sunny Ile fees will be charged at £4.52 per hour (subject to change)  
Cygnet fees will be charged at £4.52 per hour (subject to change)

Snack is charged at £5 per child for each Term (Spring/Summer/Autumn) at both pre schools. Parents are invoiced at the beginning of each half term when payment is due for the upcoming half term. Payment can be made by BACs, cheque, cash or childcare vouchers.

Helen, our Administrator, is here to help you with any questions or queries. Call or email Helen at [hlancaster@educ.somerset.gov.uk](mailto:hlancaster@educ.somerset.gov.uk). Sometimes we are open for more days in a term than funding covers and you will need to pay top up fees for these at the current hourly rate.

### **30 hours funded childcare for working parents of 3 and 4 year olds**

The Government has extended the funded entitlement to 30 hours a week (for up to 38 weeks a year) for working families. This is known as the 'extended entitlement'. Working parents of 3 and 4 year olds will need to meet a criteria to be eligible for up to 30 hours a week funded

childcare. To apply for this visit <https://www.somerset.gov.uk/education-and-families/paying-for-childcare/30-hours-extended-entitlement/>

### **Altering and cancelling sessions**

Parents agree to sessions on a half-termly basis. If parents wish for sessions to be changed during the following half term they must provide 2 weeks notice to the Administrator before the end of the current half term. If a parent wishes to cancel a session then 4 weeks written notice must be given to the Administrator. Parents will be required to pay fees or funding for these 4 weeks.

### **Extra sessions**

There are sometimes spare places available at pre-School which can be booked on an occasional basis if parents need extra child care. These sessions will be charged at the normal Pre-School rate and must be paid for in advance or on the day by cash or cheque. Funding cannot be used for these sessions.

## **Starting Pre-School**

We realise that starting Pre-School is a big change for children and parents / carers and your child's first step towards independence. Children will react differently to being left in a new environment with new people and we will we work together to settle your child. We offer visits to give you and your child time to become familiar with the setting, the staff and other children.

Leaving your child crying can be an upsetting for parents, we have found that children usually settle quickly and we promise to call you if they do not. Parents may call the Pre-School at any time.

After your child's first session with us we will provide you with a 'First Day' observation on Tapestry which will detail the kinds of activities that they have engaged in.

### **Building Positive Relationships**

Every child has a 'Key Person'. This means that each child is allocated a Keyperson who is responsible for overseeing their happiness, progress and development. A 'Learning journal' record is made using Tapestry to include observations and photographs of your child which will celebrate their achievements. We do have a 'shared care' approach which means that we are all here to help both you and your child!

We strongly believe in Partnerships with parents and carers, so using Tapestry we are able to share your child's learning journal instantly. We always welcome observations from parents onto Tapestry. At Sunny Ile, your Keyperson will send out a "themed objective" for you to work with your child at home each week. Termly we invite you to come in and chat



with your Keyperson. This is a good opportunity for you to express any worries or concerns that you might have.

### **Feedback**

In order to provide the best possible service, we constantly reflect on our practice. Therefore, your views and opinions are welcomed. Alternatively, you can speak to a member of staff at any time.

### **What to wear**

The Early Years Foundation Stage says that children should experience outdoor, adventurous and messy play regardless of the weather. Therefore children should come appropriately dressed.



Staff will do their utmost to ensure that children's clothes are protected during messy play. It is important to understand that your child's clothes may return in a soiled/marked condition so old 'play clothes' are best.

They will need a warm, waterproof, named coat in the winter and cool clothes in the summer. Suitable shoes that are non-slip, cover the toes and are attached securely to their feet.

Parents should apply sunscreen before the child attends the session. Letters are sent home asking for parental permission for staff to apply sunscreen to children who attend a whole day.

Please see our sun cream policy for further details.

Sunny-Ile t-shirts, polo shirts, sweatshirts and drawstring bags are available to purchase. Cygnets have t-shirts to purchase.

Please see a member of staff for more information.

### **Toileting**

Children can attend whatever the stage of their toileting. If your child is not toilet trained and still in nappies then your Keyperson will help you to begin this process. For more information on toilet training at home please see a member of staff.

We have low-level toilets. Spare clothes should be provided.



# A Typical Day

## Sunny Ile

### Session Information

All our sessions run in accordance with the term dates for Greenfylde First School. We close for the school holidays and INSET / training days. A calendar is included in this booklet.

### Session Times Monday to Friday

9.00 - 11.45 - Morning session

11.45 - 12.45 - Lunch session

12.45 - 3.30 - PM sessions



### Arriving

In the cloakroom there will be a peg with your child's photograph on for them to hang their coat and bag. Parents are asked to drop off their children's lunchbox in the trolley and then wait in the Pre- School garden for the session to begin. Children should take their photograph from the board and put in on the 'self-registration board'. There will be a range of activities for the children to join in with.

### The Session

Once everyone has arrived we sit down for 'Together Time.' This is when we say 'Hello' to each other and learn our new STC signs. Sometimes we share 'Show and tell' and share any 'WOWs' that parents have sent in. After this we have 'Group Time,' where we engage in an adult led activity. After 'Group time' it is time for 'free-play'. Children have access to all our resources inside and outside. During the session children will be invited to take part in adult led. These planned activities ensure that children develop their skills across the Early Years Foundation Stage Curriculum.

### Snack Time



During the session the children come together for 'snack time'. There are healthy food options available and water or milk to drink.

For information on allergens see the Diet and food hygiene Policy.

### Lunch Club



The children and adults sit together and enjoy their lunch. A healthy lunchbox might include a savory snack, a piece of fruit and yoghurt. A drink and spoon should also be provided. The contents of your child's lunchbox should not contain nuts. It is advisable that you include a cool-pack as the lunch-boxes are not kept refrigerated. Children are encouraged to be independent, but help if needed.

## **Cygnets**

### **Session Information**

Session Times Monday to Friday

9.00 - 11.30 - Morning session

11.30 - 12.30 - Lunch session

12.30 - 3.00 - PM sessions

### **The setting's timetable and routines**

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the setting are provided in ways that:

- . help each child to feel that she/he is a valued member of the setting;
- . ensure the safety of each child;
- . help children to gain from the social experience of being part of a group; and
- . provide children with opportunities to learn and help them to value learning.

### **The Session**

We organise our sessions so that the children can choose from, work at, a range of activities and in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom. We offer a free flow setting where children can access our covered outdoor areas as often as they like. We also offer a grassed area for children to play on the climbing frame, as well as a forest school and digging / planting area where we grow some tasty food.

We also have great links with the local care home Vaughan Lee House, we make regular visits and enjoy spending time with the residents there. We take part in a range of activities during our visits which are always thoroughly enjoyed by all and helped to build positive relationships.

### **Snack time**

The setting makes snack a social time at which children and adults eat together. Water and milk are provided. If your child stays for lunch, we ask you to provide a packed lunch that is healthy

and nutritious (a current copy of our lunchbox ideas leaflet is available in the foyer). If you would like guidance on Healthy Eating, please let your key person know. Do tell us about your child's dietary needs and we will make sure that these are met.

## Learning and Development for Sunny Ile and Cygnet Pre School



Our provision for the children's development and learning is guided by The Early Years Foundation Stage (EYFS) and reflects the four key themes and 16 commitments of the EYFS.

We use Tapestry to make observations and photographs of the children, including the 'child's voice' their individual needs and interests. This is then used when planning resources and activities

All seven Areas of Learning and Development within the curriculum are developed:

*Prime areas:*

Personal, Social and Emotional Development

Communication and Language

Physical Development

*Specific Areas:*

Literacy

Mathematics

Understanding the World

Expressive Arts and Design



For each area of learning and development the Early Years Foundation Stage guidance sets out the Early Learning Goals. These goals state what it is expected that children will know and be able to do by the end of the Reception year of their education.

### Special Educational Needs

At our Pre-Schools we recognise that children are individuals and develop at different rates, therefore we aim to be fully inclusive, meeting the needs of all our children and supporting their families. We have an accessible environment where all of our children can explore and progress. We promote equality of opportunity and value diversity.

Our SENco for Sunny Ile is Di Dawe. She will work with you and your child's Keyperson to provide and implement achievable outcomes based on individual needs. When necessary we seek advice from and work alongside outside agencies and other professionals. We ensure that our provision meets the needs of each individual child and we take account of any special needs they may have when planning our activities. Please see our 'Local Offer' for information which can be found on the website.

The SENco for Cygnets is Kerry Lewis who is the SENco and Deputy Head of Greenfylde First School who will be overseeing the provisions for our Special needs children.

### **The Learning Environment**

Every effort is made to ensure that the learning environment is safe and secure. Risk assessments and daily checks are made. All gates are locked with codes when the session is in progress. Visitors are supervised at all times. They must sign into the visitor's book and wear badges.

The inside learning environment is divided into learning bays where children have access to different resources which promote development in all areas of the curriculum

Outside we have a roofed area to allow play to continue in all weathers. The following basic provision is supplemented with a range of stimulating resources: Children are asked NOT to bring in their own toys from home as these get lost or broken and this is upsetting for the children. They may bring a small comforter, which should be kept in their bag until it is needed.

## **Sunny Ile**



## Cygnets



### **The Community as a Resource**

In order to provide a rich and varied experience for your child, we visit nearby places such as the local shops, the church, the park, the library and the fire station.



Appropriate staffing ratios will be maintained. Children will wear high-visibility jackets and will hold the 'walking-rope' when they are near the roadside.

We also encourage visitors and volunteers to the Pre-School. We have enjoyed pet visits, musical performances, science and math's workshops and talks from professionals in different occupations.

### **Special Events**

From time to time we hold special events at our Pre-schools such as: Sports afternoon, Christmas Sing-Along and our Open Day. We also like to support charities. Our fund raising events have included: Children in Need and Sports Relief

### **Sunny Ted**

"Hi, I'm Sunny Ted and I live at Sunny-Ile. I love to go on adventures with the Sunny-Ile children. If you would like to take me somewhere exciting please speak to one of the ladies and they will put the date on my calendar.

## **Safeguarding and Promoting Children's Welfare**

As a Safeguarding setting, the Pre-Schools are committed to ensuring that all the children in our care are safe and happy. This means that we will do everything we can to ensure we provide a safe environment and minimize risk. The staff as well as parents/carers, has a duty to be aware that abuse does occur. We will take appropriate action on any concerns about the welfare of a child.

Our Child protection Policy is based on the Welfare Requirements of the Early Years Foundation Stage Framework. We also follow the information provided by the Local Safeguarding Children's Board. It is also linked to key commitments of the Early Years Alliance Safeguarding Children Policy. We also have a 'Whistleblowing Policy'. Please see our Child protection policies for further details

Cheryl Herrick is the designated member of staff for Safeguarding Children at Sunny Ile. In her absence the Deputy Designated Person is Di Dawe.

Natalie Tucker is the designated member of staff for Safeguarding Children at Cygnets. In her absence, Cheryl Herrick is the Deputy Designated Person for Safeguarding.

No Smoking - Parents are requested to refrain from smoking while on the Greenfyld School and Swanmead premises.

No Mobile Phones - In order to keep the children safe we ask that parents do not use mobile phones or cameras in the setting. You may take photographs at special events such as Sports Day or the Christmas Sing-Along, but photos should not be posted on social networking sites.

### **Medicines and Illnesses**

A member of staff may administer only prescribed medicines and a consent form must be signed. All medicines will be stored in a locked cupboard unless they need to be refrigerated. If a child becomes ill while at Pre-School or shows symptoms of an infectious disease you will be contacted immediately. If your child shows symptoms of an infectious disease we will advise you of the recommended time off. A list of Infectious Diseases is displayed in the cloakroom.

### **Behavior Management**

At our Pre-Schools we believe in positive behavior management. The children at are asked to follow some 'Golden Rules' and children are reminded of these at the beginning of every session during Together Time.

These are:

Stop and listen when an adult puts up their hand. Use a quiet voice, we are friendly and kind to each other. When we have finished playing with something we pack it away. We always walk inside.

### **'Rough and tumble' and fantasy play**

Young children often engage in play such as fantasy, superhero and weapon play. We also recognise that rough and tumble play is normal for young children and acceptable within limits. We have developed strategies to enable this play, ensuring that acceptable behavioral boundaries are in place. We are able to tune in to the content of the play, perhaps to suggest alternative strategies.

### **Transition to School**

We endeavor to ensure that the transition for your child to the next stage of their education is as smooth as possible. Sunny Ile and Cygnet Pre School is part of Greenfylde School. Most of our children transfer to Greenfylde CE First School.



We have excellent relationships with the teachers in the school. The teachers also drop in to see us from time to time.

The children make visits to 'big school' during the Summer Term. The Head Teacher, the Reception teachers and Teaching Assistants also come to visit us at Pre-School. For children who move on to other schools, which are further afield, we will work with staff at these schools to ensure that they are well informed about the child

If you would like further information or would like to arrange a visit please contact us on 01460 259732

[sunnyile@educ.somerset.gov.uk](mailto:sunnyile@educ.somerset.gov.uk)

[cygnets@educ.somerset.gov.uk](mailto:cygnets@educ.somerset.gov.uk)

Or visit our website on

[www.sunnyilepreschool.co.uk](http://www.sunnyilepreschool.co.uk)

If we are not there please leave a message including your contact details and we will get back to you as soon as possible.