

Helperbees Preschool 

# Handbook for Parents and Carers



Helperbees Preschool  
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## Helperbees Preschool overview

Helperbees Preschool is a small preschool located in Brafferton / Helperby.

We are housed in a beautiful, modernised building which is sited within St Peter's Brafferton Primary school.






We have our own self-contained outdoor play area which the children have free access to at all times, and additionally we have access to a larger outdoor area and amazing field for muddy play!

In our cosy indoor area we provide a full range of activities including a variety of toys, games and puzzles, home corner, book corner, creative and writing area, crafts, cooking, construction and use of an Interactive Whiteboard.

We provide full day care to children aged between 2 and 4 years old, with a maximum of 21 children attending at any one time. We are therefore able to provide a friendly and welcoming environment for young children with a home-like feel.







## Our Goal

Our goal is to have fun and learn while we play, we aim to:

-  Provide high quality care and education for children below school age
-  Create a safe and stimulating environment for learning both indoors and outdoors
-  Care for children, with plenty of individual attention
-  Work in partnership with parents to help children to learn and develop
-  Prepare children for school with an emphasis on self-care and interpersonal skills

## Learning through Play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. We use the EYFS framework to plan and provide a range of play activities to help children to make progress in each of the following areas of learning and development:

-  Personal, Social and Emotional Development
-  Communication
-  Physical
-  Understanding the World
-  Mathematics
-  Literacy
-  Expressive art and design

A large part of the learning which takes place at Helperbees Preschool is child initiated – in other words the children themselves take the lead in identifying learning activities and shaping how their play develops. At other times an adult takes the lead in helping the children to take part in the activity.

Our planning process is therefore very fluid – while we do identify learning goals for each child and plan activities in line with those goals, we are always flexible and will change activities as the children's needs and interests evolve.

## **Assessment**

We assess how the children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children to document their progress and where this may be leading them. We believe that you know your child best and we ask you to contribute to assessment, sharing information with us about what your child likes to do at home and how you are supporting his or her development.

## **Key Person and Your Child**

At Helperbees we operate a key person approach. This means that each member of staff has a group of children for whom they are particularly responsible. When your child first starts at the preschool, they will help your child to settle and throughout your child's time at the setting, they will help your child to benefit from the setting's activities.

A list of the children allocated to each key person is clearly visible on the noticeboard within Helperbees.

Of course, as we are a small setting all members of staff know the children well, so parents may speak to any of us about any concerns or queries.







## **Records of Progress**

We maintain a record of progress for each child attending the preschool. Staff and parents working together on this is one of the ways in which we collaborate. Your child's record of progress helps us to celebrate together her/his achievements and to work together to provide what your child needs or her/his well-being and to make progress.

Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

## **Working together for your children**

Your child will benefit from a close partnership between preschool and parent. You can help do this by keeping us informed of:

-  Changes at home e.g. new baby, moving home
-  Family illness (including pets)
-  Any worries or concerns your child has expressed about preschool
-  Any achievement your child is particularly proud of (you can use a WOW voucher for this available in preschool)
-  New interests or skills they have developed.
-  Anything else you think we should know.

## **Helperbees Staff**

All our staff bring a wide variety of skills and experiences to their roles with diverse backgrounds in business and education.

In our setting we maintain the ratio of adults to children that is set by the Department for Education.

## **Rest and Sleep**

We recognise that children need sleep and rest periods to help development. Children all develop at different rates and we must meet their needs throughout the day at preschool.

As they grow they will usually develop a routine in which reducing the length or the frequency of their daytime sleeps. Children at Helperbees will have the opportunity to rest or sleep if they need or want to throughout the day. The staff will create an environment for the children to rest or sleep i.e. a quiet area to cuddle up with a book or day beds for children to sleep on.

Parental wishes will be taken into consideration, although staff cannot force a child to sleep, wake or keep a child awake against his or her will.

A record of each child's daily sleep pattern will be recorded in a sleep log book.

## **Intimate Care**

Please see our policy on Intimate care on the school website for full details.

We will be providing nappies if required.

## **Wrap around Care at BASE**

We do offer wrap around care at BASE and you can look on the school website for further details on this. Whilst at BASE your child will be with a mixture of children from all year groups. The way our children work and play together is a particular strength of our school as highlighted in our latest Ofsted report (April 2018) "the relationships between different age groups of pupils is particularly special. Older and younger pupils play and work together regularly".

We would like to reassure you that we will always provide enough staff and space to enable our younger children to have a separated play area if we feel this is appropriate, however in our experience the younger children love to play with the older children and vice versa!

## **Admissions, Fees and funding**

Please see admissions and fees policy available on the school website.

## **Settling In**

Our aim is to ensure that each child feels comfortable within the setting as quickly as possible. You can contribute some input for this prior to them starting by completing the 'All About Me' form.

If your child is coming to preschool for the first time you might have concerns about how they will settle in. You know your child better than anyone and if you have any worries you are very welcome to stay for a while until your child feels more confident. Please talk to us about this so that we can agree a plan for how best to settle your child in.

## **If you cannot collect your child**

If you are unable to collect your child personally for any reason please let us know who will be collecting them in your place. It is a legal requirement that children are not handed over to anyone other than a specific named person.

## **Snacks and Meals**

At Helperbees we aim to make snacks and meals a social time at which children and adults eat together. We sit in small groups and engage in conversation. The emphasis is on helping

children develop confidence and self-sufficiency by, for example, pouring their own drinks or helping to set the table for snack.

We provide a mid-morning snack which varies but is typically some fruit plus either a piece of cheese, and something sweeter in the form of a digestive or rich tea biscuit. Sometimes we may offer something like toast.

When a child has a birthday they are welcome to bring in a cake from home to share - however please check with us first in case of any allergies.

## **School Lunch Arrangements**

If your child is staying for a school lunch they will be served a hot meal each day in the Preschool building. The menu is available for you to look at on the school website and will also be emailed to you at the beginning of each term. Should your child not like the meal available you can request that they have a ham, cheese, egg or tuna baguette or alternatively a Jacket Potato with beans, cheese or tuna.

## **What you need for Helperbees**

Each child will be allocated a peg for their coat. Please ensure all coats, hats, gloves and wellies and lunchboxes (where appropriate) are labelled with your child's name.

Please provide a bag for your child which should contain:

- A spare set of clothes appropriate for the time of year including socks and underwear.
- A sunhat in the summer, hat and gloves when it is cold.

We ask that children are dressed in comfortable old clothes. Although we provide protective clothing for messy activities, it is important that children are not concerned about their clothes getting dirty.

We do have outdoor waterproof clothing but please can you provide wellington boots.