



# First Steps Pre-School Drifffield



Our mission is to provide individual care and attention, whilst encouraging imagination, creativity, independence and social development in a fun, friendly and stimulating environment.





## About us

“  
My son loves First Steps  
Pre-School. He can't wait to  
attend and gets upset when  
he doesn't go. That says it all!  
”

**Welcome to First Steps pre-school. First Steps has been in its current location since 1999 and is situated in Driffield town centre. Our pre-school offers education and care for children below school age and over the age of two-and-a-half and operates during term time.**

The pre-school is run by an elected committee, which ensures that major decision making is in the hands of the parents who use the group. The committee is responsible for reviewing both policy and practice and for the employment of members of staff. Our Annual General Meeting, at which the committee for the following year is elected, is held in October and parents will be informed in good time so they are able to attend. We realise that your child's move into pre-school is a big change both for them and yourselves and hope to help in every way to make this transition as smooth as possible.

First Steps is a registered charity managed by trustees of the group who represent your wishes and ensure that the group is managed and led appropriately and according to its constitution. The charity registration number is 1035653. All money raised through fundraising activities is used to benefit the children in the group and directly pays for equipment and additional resources.

At the end of this booklet we have included a number of questions most commonly asked by the parents of our new children and hope our answers will allay any fears or worries you may have.

# The Staff

We employ professionally qualified and experienced staff, who are responsible for planning and administering the curriculum and caring for your children during pre-school sessions.



**Pip Mountain | Manager**  
B.A. (Hons)  
NVQ 3 Childcare and Education



**Jane Smith | Dep. Manager**  
NVQ 3 Childcare and Education



**Gemma Broadhead | SENCO**  
Level 3 Early Years Educator



**June Rowley | Playleader**  
NVQ 3 Childcare and Education



**Becky Moffat | Playleader**  
Level 3 BTEC National Diploma:  
Childhood Studies



**Sarah Boyes | Playleader**  
Level 3 CYPW



## The Sessions



**The pre-school is fantastic. Everything from the facilities, activities and especially the staff.**



**Our pre-school admits children below school age and above the age of two. Sessions accommodate up to 28 children of mixed ages at certain times.**

Sessions are organised so that children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion in a fun, supportive and stimulating environment. Children are 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 and helps them to learn to work with others.

Our pre-school has a high ratio of adults to children in the setting, this helps us to: give time and attention to each child, talk with children about their interests and activities, help children to experience and benefit from the activities we provide and allow children to explore and be adventurous in safety.

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

Term time only



## Indoors and Outdoors

Indoor activities provide children with a huge choice of exciting play activities. They have access to a wide variety of resources covering all areas of the curriculum. Equipment is easily accessible and ongoing areas enable children to investigate, explore and create within a stimulating environment.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them giving greater space and freedom to express themselves.

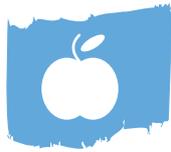


## Arrival and Departure

We will open the doors to pre-school at the appropriate time to allow you to leave your children with us.

At the end of each session please wait outside and we will send your children out to meet you. We will make sure that we have collected all their work and belongings. If you wish to speak to a member of staff they will always be available at the end of the day.

If you would like your child to be collected by anyone other than yourself, we would ask that you give us written notification. This is a legal requirement and ensures your child's safety. Forms for this purpose are available from any member of staff.



## Snacks and Lunches

**At First Steps, healthy eating is very important to us and we teach your children about the importance of healthy eating through offering a selection of healthy fruit at snack time.**

Older children have the option of attending our lunch clubs. The aim of the lunch club is to prepare them for when they start school so that they are used to eating their lunch in a group environment under supervision and to encourage healthy choices.

*\*Please make sure you tell us about any special dietary needs.*



## Special Educational Needs & Disabilities

**First Steps is an inclusive pre-school. As part of the pre-schools policy to make sure that it's provision meets the needs of each individual child, we take into account any additional needs which a child may have.**

First steps works to the requirements of the SEND Code of Practice (2014). Our Special Educational Needs Co-ordinator (SENCO) is June Rowley.



## Safeguarding Children

**First Steps has guidelines and procedures to follow that are issued by East Riding Safeguarding Children Partnership.**

If we feel that any child has suffered abuse of any kind, we will report the matter to the appropriate agency. Our Safeguard Children Co-ordinator is Pip Mountain, our manager.



## British Values

Through the children's personal, social and emotional development, we encourage them to be kind to each other, to understand right and wrong, and to respect and value each other's differences.

These underpin and reflect the British values of:

- Democracy
- Rule of Law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs



## Data Protection

We record and share information about children and their families in line with the six principles of the General Data Protection Regulations (GDPR 2018).

These are explained in our Privacy Notice that is given to parents at the point of admission.



## Ofsted

**We were inspected by Ofsted on 13th March 2020.**

First Steps Pre-School was rated as a 'Good' setting - our report is available to view on the Ofsted website.



## Illness

“ Thank you for making my child’s experience at pre-school a happy one, which he looks forward to each time. ”

For the protection of all children and staff, parents are asked to keep their children at home if they are obviously unwell or have any infection or virus, and to inform the pre-school as to the nature of the infection so that we can alert other parents. If a child is taken ill whilst at pre-school, parents / carers will be contacted to request that arrangements are made for the child to be collected early. In the instance where parents cannot be contacted, the nominated authorised person listed on the child’s registration form will be contacted.

Parents are asked not to bring any child into the pre-school who has been vomiting or had diarrhoea until at least 48 hours have elapsed since the last attack.

All staff are trained in first aid and a correctly stocked first aid box is available at all times on the premises. All accidents occurring during a pre-school session will be noted in the accident record book and parents will be notified of any accidents when collecting their child, or sooner should the accident be serious.

If a child is on prescribed medication that requires to be administered during a pre-school session, parents will be asked to provide clear written instructions about the dosage, administration and permission for a member of staff to follow the instructions. The medication must be clearly labelled with the child’s name, dosage and any instructions. A medication book will be available to log in: name of child receiving medication; times that the medication should be administered; date and time when the medication is administered; together with the signature of the person who has administered each dose.

# Illness Guidelines

For your information the following is a standard list of guidelines for minimum exclusion periods due to infection/ disease.

Disease / Illness	Minimal Exclusion Period
<b>Antibiotics prescribed</b>	First day at home.
<b>Chickenpox</b>	7 days from appearance of the rash, vesicles to be dry/ scabbed.
<b>Conjunctivitis</b>	Until clear of infection.
<b>Coronavirus</b>	7 days from first appearance of symptoms or positive test result. 14 days if someone in the household is symptomatic or has tested positive. Please check Government and NHS guidance for further details.
<b>Diarrhoea</b>	48 hours since last incident of diarrhoea.
<b>Gastro-enteritis, food poisoning, salmonellosis and dysentery</b>	Until authorised by district community physician.
<b>Impetigo</b>	Until the skin is healed.
<b>Infective hepatitis</b>	7 days from onset of jaundice.
<b>Meningococcal infection</b>	Until recovered from the illness.
<b>Mumps</b>	Until the swelling has subsided and in no case less than 7 days from the onset of illness.
<b>Pediculosis (lice)</b>	Until appropriate treatment has been given.
<b>Pertussis (whooping cough)</b>	21 days from the onset of paroxysmal cough.
<b>Plantar warts</b>	No exclusion. Should be treated and covered.
<b>Ringworm of body</b>	Seldom necessary to exclude provided treatment is being given.
<b>Ringworm of scalp</b>	Until cured.
<b>Scabies</b>	Need not be excluded once appropriate treatment has been given.
<b>Scarlet fever and streptococcal infection of the throat</b>	Until appropriate medical treatment has been given and in no case less than 3 days from the start of treatment.
<b>Temperature</b>	If sent home ill, child must be off 24 hours.
<b>Vomiting</b>	For 48 hours from last incident of vomiting. If sent home ill, child must be off 48 hours



## Registering

In the registration form you will receive, we ask you for some essential information in case of emergencies. It is essential that this form is given to the staff at your child's first session.



## Fees and Payments

Fees are reviewed annually and will be confirmed prior to the start of the academic year.



**This is a fabulous pre-school, which I am always happy to recommend to friends and family.**



You will receive your invoice during the last week of half-term to be paid during the first week of the next half-term. This must be paid promptly to enable us to cover our basic expenses, if payments are not received on time, then we may have to reallocate your child's place to another from our waiting list. You will be able to use your Government funded free sessions from the term after your child's third birthday. There are also a limited number of 2 year-old places available through the local authority. We also accept a range of workplace childcare vouchers.

Please note that we are unable to refund fees if your child is unable to attend pre-school. If you wish to cancel your child's place you are required to give us two weeks' notice.



## Policies and Procedures

Policies help us to make sure that the service provided by the pre-school is of a high quality and that being a member of the pre-school is an enjoyable and beneficial experience for each child and his/ her parents.

The policies and procedures ensure the safety of your child and that the pre-school is well managed. They are available for you to look at in pre-school and are also available to view on our website.



Over to you



## Being Involved and Keeping in Touch

We recognise parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child.



**A great pre-school with happy children - happy children speak volumes!**



There are many ways in which parents take part in making the pre-school a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff
- Helping at sessions of the pre-school
- Sharing their own special interests with the children
- Being part of the management of the pre-school
- Helping with fundraising activities
- Building friendships with other parents in the pre-school

We recognise that not everyone is able to commit their time so there are a number of ways in which we keep you informed:

- Newsletter
- SMS Text service
- Parents evenings
- Informal discussions with staff
- Via the website - [www.firststepsdriffield.co.uk](http://www.firststepsdriffield.co.uk)
- Facebook



# Your Questions Answered

First steps hopes that you and your child enjoy being members of the pre-school and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions. The questions below are those most commonly asked by new parents. We hope the answers will be helpful to you:

## 1. What should my child wear?

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are easily washable or not too new. It is good for children to practice the skills which will make them independent. Simple clothing, which they can handle themselves, will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help.

Please label clothing and try to bring a change of footwear for your child - indoor plimsolls or slippers are ideal. We will provide an area for outdoor footwear to be stored. Pre-school sweatshirts and tee-shirts are available for your children. They are bright red with the logo on the front. They are not compulsory, but if you would like to have one for your child, they are available through a local supplier. Details are available at pre-school.

## 2. How can we help?

If you feel you can give us a small amount of your time, it would be greatly appreciated. The pre-school has a dated rota which you can sign if you would like to help at a particular time when your child is at pre-school. Helping at the session enables you to see what the day-to-day life of the pre-school is like and to join in helping the children to get the best out of their activities. You'll receive regular newsletters which will tell you more and will invite you to join in our fundraising and social activities. We cannot run without your help, support and encouragement.

## 3. Who do I talk to about a problem?

The staff are always available and ready to listen to any problem you may have concerning your child. We especially appreciate any information that might affect your child's well-being or behaviour in pre-school.

## 4. How can I help my child settle into pre-school?

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child feel confident and secure in the group. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle. We are happy to allow parents to remain with their children in the early days, until they feel more confident.



# Your Questions Answered

## 5. What about my child's behaviour?

At pre-school, every child is respected as an individual. We aim to respond in a calm and caring way to any conflict.

In the best interests of your child, we need to work in partnership with you. It is, therefore essential that you let us know of anything that might be affecting your son or daughter. We promise, in return, to always speak to you about any concerns we may have. Your child's well-being is of paramount importance to us and we will always do our best to ensure their happiness.

## 6. What do I do if I have a complaint?

Please speak to someone about any concerns or complaints you may have. All members of the committee and the staff will receive any complaints and will do their best to try to resolve them with you. Committee meetings are held regularly and complaints are brought to the committee's attention and fully discussed. Above all we are aiming to run a happy pre-school and value any constructive criticism or advice you may have. We have a comprehensive complaints procedure in place and copies are available for you to see at pre-school. If the staff or committee are unable to resolve your complaint, Ofsted have a phone number for you to register your concerns with them. This is as follows: 03001231231.

## 7. What if I have problems paying my bill?

If you have problems meeting payments please let us know as soon as possible and we may be able to help in some way. We are a non-profit making organisation and your entire fee is used to pay for essential running costs such as the rent of the premises, staff wages, insurances, utility bills and any basic materials required. Any other items of equipment we need are paid for through fundraising efforts.

If your child is eligible for 2 or 3 year-old funding from the Local Education Authority the manager will inform you and sort out the necessary paperwork on your behalf.

In September 2017, the government introduced a new additional level of funding for working parents, which will enable you to access up to 30 hours of childcare each week for children over 3 years-old.

More information can be found on the government website; [childcarechoices.gov.uk](http://childcarechoices.gov.uk).



## Education

ABC

## Curriculum

Children start to learn about the world around them from the moment they are born. The care and education offered by our pre-school helps children to continue to do this by providing all children with interesting activities that are right for their age and stage of development.

We follow the Early Years Foundation Stage Curriculum. Here are the principles which guide the work of all early years practitioners:

- **A Unique Child** – every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive Relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents and/ or a key person.
- **Enabling Environments** – the environment plays a key role in supporting and extending children’s development and learning.  
Learning and Development – children develop and learn in different ways and at different rates and all areas of learning and development are equally important and inter-connected.

Play underpins all development and learning for young children. Most children play spontaneously, although some may need adult support, and it is through play that they develop intellectually, creatively, physically, socially and emotionally.



## Learning & Development

As an early years setting there are seven areas of learning and development that shapes our educational programmes.

All areas of learning and development are important and interconnected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas are called the prime areas. The prime areas are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Additionally we support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

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



# Learning & Development Cont...

We work to guidance published by the Department for Education, which divides children's learning and development into 3 prime areas and 4 specific areas. For each area, the guidance sets out small stages of development, which describes the steps through which children are likely to pass as they move on to school.

- **Personal, Social and Emotional Development**

This area of development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

- **Physical Development**

This area of development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children are also helped to understand the importance of physical activity, and to make healthy choices in relation to food.

- **Communication and Language**

Children listen attentively in a range of situations. They listen to stories, anticipate key events and respond to what they hear with relevant comments, questions or actions. Children answer 'how' and 'why' questions about their experiences and learn to express themselves effectively, showing an awareness of the listener's needs.

- **Literacy**

This area of development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

- **Mathematics**

This area of development involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

- **Understanding the World**

This area of development involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

- **Expressive Arts and Design**

This area of development involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. We use the early learning goals and their development stages to plan and provide a range of play activities which help children to make progress in each of the areas of learning. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the early learning goals has been used to decide what equipment to provide and how to provide it.



Contact us to find out more  
Call: 01377 241117  
[www.firststepsdriffield.co.uk](http://www.firststepsdriffield.co.uk)  
Or visit [facebook.com/firststepsdriffield](https://facebook.com/firststepsdriffield)

The information given in this prospectus is valid as of July 2020. It is possible that there may be changes before the start of the next academic year. Please contact us if you need any further details.