First Steps Pre-School Driffield

“ 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 operates during term time.

The preschool is run by an elected committee, which ensures that major decision making is in the hands of the parents/carers 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/carers 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.

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.

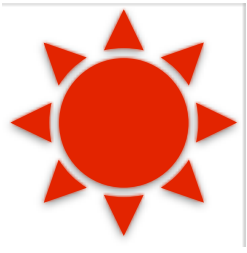
Sessions are organised so that children can choose from, and work at, a range of activities and in doing so, build up their ability to select and work through a task to its completion in a fun, supportive and stimulating environment. Children are helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills whilst working 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 safely.

Session times

Monday to Friday	Optional earlier start time at 8.00am	9.00am - 12.00pm	12.30pm - 3.30pm	Optional later finish time to 4.30pm

Spaces on our 8am opening time or our 4.30pm closing time require pre-booking. Please let us know if you would like your child to access either of these additional times. We are open 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.

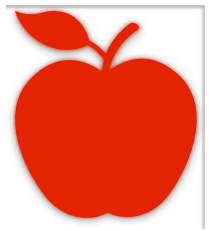
Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them giving them greater freedom to express themselves.

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 belongings. If you wish to speak to a member of staff they will always be available at the end of the session.

If you would like your child to be collected by anyone other than yourself, we ask that you give us a written notification and show us an up to date photograph of them. This is a 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.

Children staying for the full day have the option of bringing their lunch with them to eat in a small group environment under supervision.

*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 is Rose Davies.

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 or is likely to suffer any form of abuse, we will report the matter to the appropriate agency. Our Designated Safeguarding Lead is Alison Atkinson, 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/ carers at the point of admission.

Ofsted

As a childcare provider, we are inspected by Ofsted.

Our recent report is available to view on our website and the Ofsted website.

Illness

For the protection of all children and staff, parents/carers are asked to keep their children at home is 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/carers. If a child is taken ill whilst at pre-school, parents/carers will be contacted to request that arrangements for the child to be collected early. In the instance where the parents/carers cannot be contacted, the nominated authorised person listed on the child's registration form will be contacted.

Parents/carers are asked not to bring any child into pre-school who has been vomiting or had diarrhoea until at least 48 hours have elapsed since their 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 during pre-school time will be noted in the accident record book and parents/carers will be notified of any accidents when collecting their child, or sooner should the accident be serious.

If a child is prescribed medication that requires to be administered during pre-school time, parents/carers will be asked to provide clear written instructions about the dosage, administration and permission for a member of staff to follow 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; date and times that the medication should be 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
Antibiotics Prescibed	First day at home.
Chickenpox	7 days from appearance of rash, spots to be dry/scabbed.
Conjunctivitis	Can attend once eye drop treatment has begun.
COVID	First Steps abides by the latest guidelines from Public Health England and instructions from the Department of Health.
Diarrhoea	48 hours since last incident.
Gastro-enteritis, food poisoning, salmonellosis and dysentery	Until authorised by district community physician.
Impetigo	Until the skin is healed.
Infective Hepatitis	7 days from the onset of jaundice.
Meningococcal Infection	Until recovered from the illness.
Mumps	Until the swelling has subsided and in no case less than 7 days from the onset of the illness.
Pediculosis (lice)	Until the appropriate treatment has been given.
Pertussis (whooping cough)	21 days from the onset of paroxysmal cough.
Plantar warts	No exclusion. Should be treated and covered.
Ringworm of body	Seldom necessary to exclude provided treatment is being given.
Ringworm of scalp	Until cured.
Scabies	Need not be excluded once treatment has been given.
Scarlet Fever and streptococcal infection of the throat	Until appropriate medical treatment has been given and in no case less that 3 days from the start of treatment.
Temperature	If sent home ill, child must be off for 24 hours.
Vomiting	For 48 hours from last incident of vomiting.

Education

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 them 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/carers and/or a key person.

- Enabling Environments - the environment plays a key role is 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 and 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 inter-connected. 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

We work to guidance published by the Department for Education, which divides children's learning and development into the previously mentioned areas of learning. 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.

- 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 this guidance to plan and provide a range of play activities which help children to make progress in each area of learning. In some activities, children decide how they will use the activities and, in other, an adult takes the lead in helping children to take part in the activity.

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.

You will receive your invoice during the first week of half-term to be paid as soon as possible. This must be paid promptly to enable us to cover our basic expenses. If payments are not received, then we may have to reallocate your child's place to another from our waiting list. You can use your Government funded sessions if you are eligible, between the times of 9am to 3.30pm (see a member of staff to discuss this further). We also accept a range of workplace childcare vouchers. Sessions are booked for either half day sessions; 9.00-12.00 or 12.30-3.30 or full day sessions; 9.00-3.30. You can choose to collect your child before the end of one of the above sessions, however funding or fees will still be set to the full half day or full day session. Please note that we are unable to refund any fees if your child is unable to attend pre-school. If you wish to cancel your child's place you are required to give four weeks' notice. We offer an 'early opening' and 'later closing' for those that require it. Early opening starts from 8am and later closing is from 3.30 to 4.30pm. Payment for this is not covered by funding. If you would like to book into either our earlier opening or later closing, please speak to a member of staff. Parents who use government funding to pay for sessions will receive an invoice for consumables, this small weekly charge covers the daily snacks that we provide for the children.

Policies and Procedures

The polices and procedures ensure the safety of your child and that the pre-school is well managed. Policies help us to make sure 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 their parent/ carers. A copy of our current policies and procedures are available to be viewed upon request.

Being Involved and Keeping in Touch

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

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

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

We recognise that not everyone is able to commit their time so there are 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
- Facebook

Your Questions Answered

First Steps Pre-School 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 to you about your ideas, views or questions. The questions below are those most commonly asked by new parents/carers. We hope the answers will be helpful to you:

1. What should my child wear?

In order to feel free and 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 precious/new. Simple clothing which will encourage them to go to the toilet independently will help support your child to develop independence. Pre-school sweatshirts and tee-shirts are available for your child. They are bright red with a logo on the front. They are not compulsory, but if you would like to purchase one, they are available from a local supplier - ask the staff to give you more information about where to buy your child's. We ask children to change into indoor footwear when they enter pre-school, some parents/carers supply a spare pair of slippers or second pair of indoor shoes.

2. 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 wellbeing or behaviour in pre-school

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

A child who is tense or unhappy will not be able to learn properly, so it is important for parents/carers 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/careers should not feel worried if their child takes a while to settle.

4. 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 child. We promise, in return, to always speak to you about any concerns we may have. Your child's wellbeing is of paramount importance to us and we will always do our best to ensure their happiness.

5. What do I do if I have a complaint?

Please speak to somebody 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.

6. 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 the 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 funding from the Local Education Authority, you may not need to pay for any session fees. You may however, be asked to pay for 'consumables'. This is the fruit and snacks at 'snack time' that the government funding does not cover. For more information on how much you may be required to pay, please talk to a member of staff. For more information about funding and eligibility please see the government website; www.childcarechoices.gov.uk

Contact us to find out more

Call: 01377 241117

www.firststepsdriffield.co.uk

Or visit our website at

firststepsdriffield.co.uk or facebook.com/firststepsdriffield

The information given in this prospectus is correct at time of printing. 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.