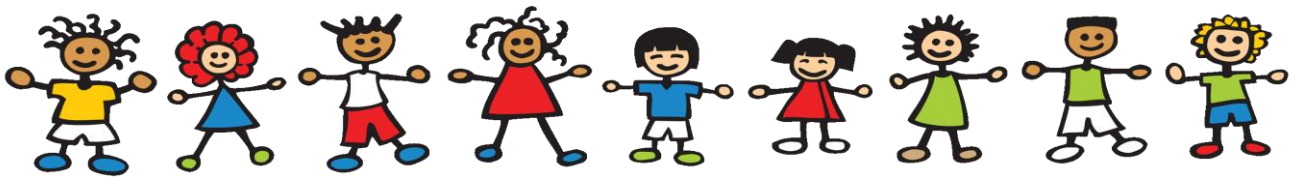
OTLEY UNDER 5's CENTRE

OTLEYUNDERFIVES.CO.UK

01473 890634

Otley Under Fives Centre
Otley County Primary School
Otley
Ipswich
IP6 9NT



This pack contains:

- Background information on Otley Under 5's Centre
- Opening times/Current Fees
- Important 'stuff' for parents
- Example of a typical day
- Meet the Otley Under 5's Staff
- Information on Otley Primary School
- Early Years Foundation Stage Information (EYFS)
- Information on management and administration of Under 5's
- Absence policy
- General Funding Information

** Please return completed forms to the Preschool staff

The staff will also need a copy of your child's birth certificate for registration purposes

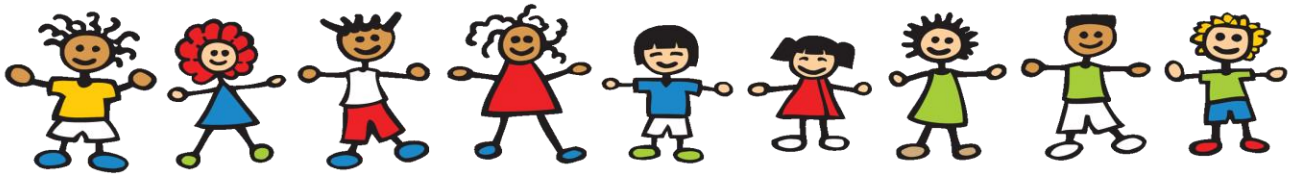
Stay, play, learn and make friends!

Welcome to Otley Under 5's Centre (O.U.5's) and thank you for your interest in our facilities. Otley Under 5's was formed in 1984. The group first met in the Village Hall but soon moved into a cheerful purpose-built premises. The Preschool has forged strong links with Otley Primary School. The Centre is a registered charity (charity no: 1013937) and is not run as a profit-making organisation.

Our latest Ofsted inspection can be viewed online or in setting, for which we were awarded a GOOD rating in November 2018.

Our aims:

- To enhance the development and education of children under 5 in a parent-involving community group.
- To provide a fun, secure and stimulating environment.
- To work within the EYFS (Early Years Foundation Stage) framework which ensures equality of opportunity for all children and families.
- To ensure children are free to develop their play and learning without fear of being hurt or hindered by anyone else.
- To help children develop self-discipline and self-esteem through an atmosphere of mutual respect and encouragement.
- To encourage all children to develop independence at age-appropriate stages giving them the skills needed in adult life.



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

We ensure positive attitudes to diversity and difference – not only so that every child is included and not disadvantaged, but also so that they learn from the earliest age to value diversity in others and grow up making a positive contribution to society. We focus on each child's individual learning, development and care needs by:

- Removing or helping to overcome barriers for children where these already exist.
- Being alert to the early signs of needs that could lead to later difficulties.
- Involving other agencies as necessary and working alongside with parents and guardians.
- Furthering developments and challenging all children.

Our motto:

Respect each other

Specifically, we offer your child:

- A specially tailored curriculum working to Early Years Foundation Stage ranges.
- Individual care and attention through a high ratio of adults to children
- Fun and Friendship
- Support of a personal key person
- Opportunities for parents/partner/carers to be directly involved in preschool activities and in your own child's progress.
- Close working links with Otley Primary School and other local schools ensuring a smooth transition to school when your child is ready.

Nursery sessions and Opening times.

We are open Monday to Friday during term time only.

Breakfast Club	Morning	Afternoon	Afterschool Club
8 - 9	9 - 12	12 - 3	3 - 6

Fees: From April 2025

Government funded hours can be used in all our sessions.

Session times:	Under 2	2-3 years	3-4 years
Morning session 9-12	£29.43	£25.83	£21.22
Afternoon session 12-3	£29.43	£25.83	£21.22
Full day 9-3	£58.86	£51.66	£42.44
Breakfast Club 8-9	£7.63	£7.63	£7.63
After School Club 3-6	£15.26	£15.26	£15.26
Preschool Hot Lunch	£3.00	£3.00	£3.00
Sundries	£1.64 per funded session/per child (BC and AFC not included)	£1.64 per funded session/per child (BC and AFC not included)	£1.64 per funded session/per child (BC and AFC not included)

Important stuff for parents!

Your child will need:

- Appropriate clothing for the season and clothes that you`re not too worried about getting messy!
- A bag of spare clothing (in case of messy, water play or toileting accidents)
- Nappies, wipes, creams (if applicable)
- Wellington boots for outdoor/wet play
- A drink bottle. This will be put on the drink tray.
- Sun cream (applied at home first and then in their bag for further applications)
- Hat!! Summer or winter!

Morning Routine:

- Help your child find their own peg and hang up bags/coats/hats etc.
- Help your child find their name and place it on our board.
- Packed lunch box given or order a hot school dinner.
- Share any important information about your child with the staff.
- Check the notice board/register for new information on upcoming events.

General:

- Check you have returned all the relevant forms.
- Try to ensure your child's property; clothing, bags, wellies, packed lunch box etc is named – this does help to avoid confusion.
- Help keep the building secure by closing the gates **securely**. This is important for the safety of the all children, including school children.
- Please help to support the preschool by supporting our fundraising and committee events.
- Inform the staff of any absences and/or holidays.
- Inform the staff if an alternative person is picking up your child and ensure your child knows this too.
- If your child wishes to bring in a comforter for the day to help them settle where needed, please inform staff of this. Please do not bring in anything to precious or irreplaceable, as we cannot take responsibility for its safety.

Come and join in!!

Parents/partners/carers are the first educators of their children. We aim to support their essential work and utilise their skills. Research shows that children learn better when their parents/partners/carers are involved. We encourage all parents/partners/carers in helping in the group on a regular basis, this will;

- Help to maintain the high ratio of adults to children in our preschool.
- Gives parents/partners/carers the opportunity to take an active part, see what their child is doing and talk about it with them afterwards.
- Provides a valuable opportunity for all children to see their own parents/partners/carers in a new role.

Other activities:

Parents/partners/carers are also encouraged to:

- Assist with fund-raising.
- Take part in the management of the preschool.
- Although there is no formal duty rota, parents/carers are encouraged to spend time in the preschool. If you wish to attend a session mention it to the staff.
- The preschool provides all play equipment, materials and aprons. Contributions of surplus paper, collage or junk modelling are always welcome as are dressing up clothes and unwanted toys and puzzles. If you have anything you would like to donate please speak to a member of staff.

Preschool sessions are available to children from 1 year up to school age and breakfast club and afterschool club is available for preschool children up to year six.

Example of our typical day.

Activities and times will vary day to day depending on circumstances.

8.00am Breakfast club.

Available for all Nursery children and Primary School up to year 6. Children handed over by their parent/guardian/carer and breakfast available.

9.00am Morning Session

Children handed over by their parent/guardian/carer. Children find their name for self registration. Free play activities.

9.15am Moring Circle Time

Followed by; supervised free play. Specific activities are promoted to ensure children play with a wide range of materials and toys extending their own interests. Children are encouraged to move around and try different activities during this time.

10.00am Snack

Snacks are provided by the Nursery and healthy eating is promoted.

10.45am Play time

Supervised exploration and investigation of all our outdoor spaces. Some days children will share the main school playtime.

11.45am Story/Singing Time

We end the morning with some quiet time where the children have a story or sing song before the end of the session.

12 Midday Lunch Time

For those who are leaving at lunch time we welcome parents/carers in, for those staying for lunch or the whole day, we sit around the table and eat our nursery prepared hot lunch or packed lunch before returning outside to play in the outside play area.

1.00pm Afternoon Session

Some of our children are then collected at 1pm and for those remaining for the afternoon session we continue to enjoy the outside environment before returning in for the opportunity to have quiet time and free play.

We have a small snack and drink, before story time and welcoming our parents/carers in at the end of the day.

3.00pm Home Time for some children

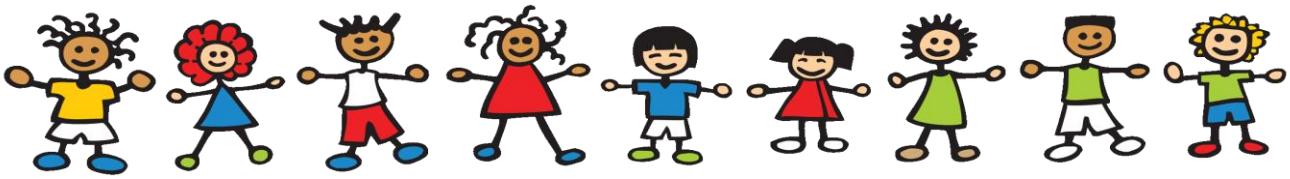
Please collect your child promptly; as in the child's eyes a late parent/partner/carer is an absent one. If you are not collecting your child, please ensure the staff are aware of who is and that you have signed the collection book.

3.15pm After school club for Nursery Children, and Primary School children up to year 6.

Collect school children from Otley primary school where they have supervised free play, support with homework tasks, building friendships, confidence and self-esteem.

4.30pm Dinner For tea we will have something hot with a choice of fruit and drink.

5pm or 6pm Home time.



Meet the Staff

Cathy –Manager, Level 3, Designated Safeguarding Lead, SENCO (Level 3), First Aider, Food Hygiene, Fire Officer, Premises Manager, Health and Safety Officer

Michaila – Deputy Manager, Level 3, Deputy Safeguarding Lead, First Aider, Food Hygiene

Wendy – Early Years Practitioner, Level 3, Deputy SENCo (Level 3), Safeguarding Level 3, First Aider, Food Hygiene

Lucy – Early Years Practitioner Level 3, First Aider, Food Hygiene, Safeguarding Level 3

Grace – Early Years Practitioner Level 2, First Aider, Food Hygiene, Safeguarding Level 3

Debbie – Early Years Practitioner Level 2, First Aider, Food Hygiene, Safeguarding Level 3

Otley Primary School

Headteacher: Michaela Harris
Contact the school:
Tel: 01473 890302
E-mail: ad.otley@owfed.co.uk

Otley pupils come mainly from the village of Otley and the surrounding villages. The number on roll is approximately 50. For more information visit the Otley Primary School website; www.otleyprimaryschool.co.uk

In the term after your child turns 4, they will be able to attend school either part-time or full-time. If your child does attend part-time, they can still come to preschool. However, you will be charged for these sessions as the funding will then be going to the school.
We have a close working relationship with Otley Primary School;

- Where possible the older children go over to the school for assembly with a staff member from Preschool.
- We hold craft sessions with the Reception teacher and Class 1 pupils at Preschool.
- The childrens developmental stages are recorded when finishing nursery and are transferred to the Reception teacher when your child attends school.

This enables the children and teacher to get to know each other, creating a smoother transition from preschool into school.

The Early Years Foundation Stage (EYFS)

The Foundation Stage is a very important stage in your child's life as it helps them get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.
The following website has lots of information explaining the EYFS for parent and guardians:

https://foundationyears.org.uk

This is a useful and informative document and is well worth a read in order to fully understand the EYFS.

At Otley Under Fives Centre:

Key Person Programme

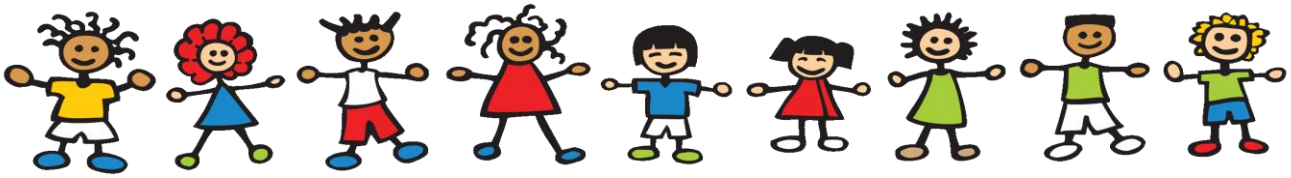
Our key person system gives each member of staff particular responsibility for just a few children. Each child in the Nursery has one special adult to relate to; making settling into the nursery easier and the key person is in a position to tailor the nursery`s curriculum to the unique needs of each individual child. The key person maintains links with the child's home, working with parents/partners/carers through shared record keeping ensuring that all children are supported in reaching their full potential.

Learning Journeys

Because of the high adult/child ratio in the group, key persons are able to implement a record keeping system in which observations of the children are used as a basis for drawing up a curriculum for each child. These records are passed on to the school to give a clear picture of your child's progress. The aim of these records is to enhance the development and education of your child. The records are confidential, but parents/partners/carers can see their child's records at any time.

At Otley Under Fives we use an online learning journal called Tapestry. A link will be set up for you when your child registers and all observations and developmental record keeping will be on this. It is confidential and only accessible by the appointed guardian and nursery staff, and fully managed by the manager.

There will also be at least one open event each year, which will provide parents/ partners/carers an opportunity to see what their children have been doing and to discuss their records with the play leaders.



MANAGEMENT AND ADMINISTRATION

The nursery 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 and appraisal of members of staff. Our Annual General Meeting usually takes place in September. This is when the committee is elected for the following year. Date and time of this meeting is advertised in the preschool. It is essential for continuity of the Otley Under Fives Centre that Parents/partners/carers attend.

CONDITIONS OF ENTRY

- Children from the age of 1 year are eligible to attend. Registration forms must be completed and returned before attendance commences, including a signed copy of our childcare terms and conditions.

- Session times are as stated. Please be punctual. Please make sure you collect your child promptly at the end of each session. This should be by yourself or a named adult. If you are detained or have a problem in any way, please telephone the preschool on 01473 890634 or email otleyunderfives@gmail.com.

- Invoices for fees are payable monthly in advance. Bills should be paid promptly, if you would prefer to pay weekly, please speak to the treasurer or staff. There will be no refund if a session is missed. If your child is unable to attend a session, please let staff know in advance where possible. If you no longer wish your child to attend, please let us know as soon as possible. We require a months' notice or fees will be charged. If you wish to alter the sessions your child attends please speak to the staff.

- We reserve the right to turn away a child who appears unwell or is suffering from an infectious disease.

FUNDING AND FEES

Funding for 3 & 4 year olds

Government funding for education is available the term, following the date that the child is 3 yrs. The sessions are open to all 1 year – 5 year old children.

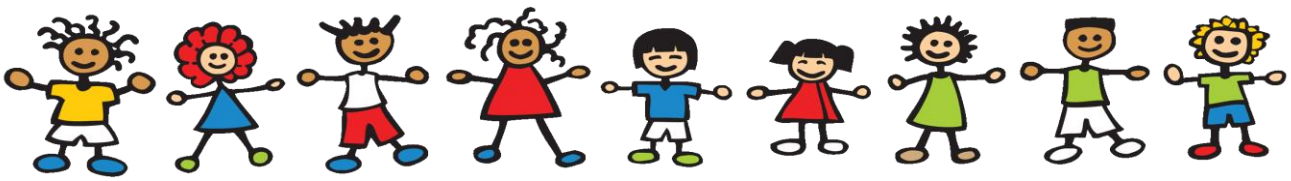
At the moment 15 & 30 (where applicable) hours a week can be government funded.

Funding for 2 year olds, and 9 month old*

You may be eligible for a funded place for your child if you receive one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment Support Allowance
- Support through Part 6 of the Immigration and Asylum Act 1999
- State Pension Credit (the guaranteed element)
- Child Tax Credit and/or Working Tax Credit and earn no more than £16,190 per year
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

*Subject to Government changes (April 2024)

You can phone the Suffolk Families Information Service on 0345 60 800 33 for further information and to see if your child is entitled.

Fees are payable monthly in advance. Fees continue to be payable if a child is absent without notice or for a short time. In cases of prolonged absence or other difficulties that may arise, parents/partners/carers should consult the treasurer about fee payment. Each child's attendance at the group is conditional upon continued payment of any necessary fees. If fees are unpaid by funded children they will restrict their funded hours.