

Laira Green Trust
presents



GreenShoots

Pre-School & Wraparound Care

Prospectus

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Greenshoots Mission Statement

"Growing the Best" by promoting a '**home from home**' atmosphere where the staff engage with parents and children in a warm and friendly manner.



About Greenshoots

Greenshoots is a charitable organisation set within the grounds of Laira Green Primary School, providing a safe, secure environment in which children are able to thrive and learn.

We serve the families within the Laira area mainly, but also some of the families within Efford and Lipson. The staff of Greenshoots work closely with the staff of the school enabling smooth transitions from the pre-school to the foundation stage of Laira Green Primary School. The former Head of the Primary school was a founding trustee of the Laira Green Trust; enabling close links between the school, pre-school and extended services, and allows the sharing of some of the school's facilities.

There is a main light and airy room which leads into a large conservatory. This environment is open-plan enabling staff to keep a close eye on the children at all times. There are also outside play areas, an office and a reception / cloakroom area.

A Manager or Senior Practitioner will be on the premises at all times, and will be responsible for the day to day running of the setting. This will provide good continuity between sessions and change over periods. All the staff of Greenshoots are suitably qualified and receive on-going training, as necessary.

Every year there will be an Annual General Meeting enabling good communication between staff, trustees and families. The trustees meet regularly throughout the year and welcome suggestions from the families and the community we serve.



Our Aims and Objectives



- The Trust will provide a good quality setting which will provide early education for children aged 2 to 5 years of age.
- The setting will be safe, friendly and stimulating for all children throughout its sessions.
- We aim to provide a happy, caring and secure environment, enabling children to learn through play.
- The provision will enable parents / carers within the local community to take up or continue with employment / education / training in order to improve the quality of life for themselves and their children.
- We aim to develop a partnership with parents / carers that will support their child's learning.
- The Trust aims to create a deeper sense of community cohesion through a learning and teaching curriculum, based on the Early Years Foundation Stage (EYFS).
- The Trust aims to provide staff with appropriate experience and qualifications and provide opportunities and access to further training.
- We will recognise and celebrate achievements at all levels.



The Staff and Trustees

Trustees

Miss Lisa Bickford
Mr Otto Jeff
Mrs Danuta Griffiths
Mrs Claire Kilpatrick



Strategy and Support Manager

Kerry Whitehead (Currently on Maternity Leave)

Operations Manager

Natalie Landricombe

Senior Early Years Practitioner / Acting Deputy Manager

Eleanor Hallett

Early Years Practitioners

Hayley Dunn, Katusha Edwards, Samantha Millard, Abigail Warren and Laura Wright

Bank Early Years Practitioners

Lucy Weldon (Currently on Maternity Leave)

Business Administrator

Katusha Edwards

Preschool Cleaner

Diane Sharples

Designated Safeguarding Lead Officer & Deputy

Kerry Whitehead (Currently on Maternity Leave) and Natalie Landricombe and Eleanor Hallett

Special Education Needs Coordinator & Deputy

Natalie Landricombe and Samantha Millard



Admissions to Greenshoots

All children are eligible to attend Greenshoots Pre-School from 2 years of age. Fees may apply.

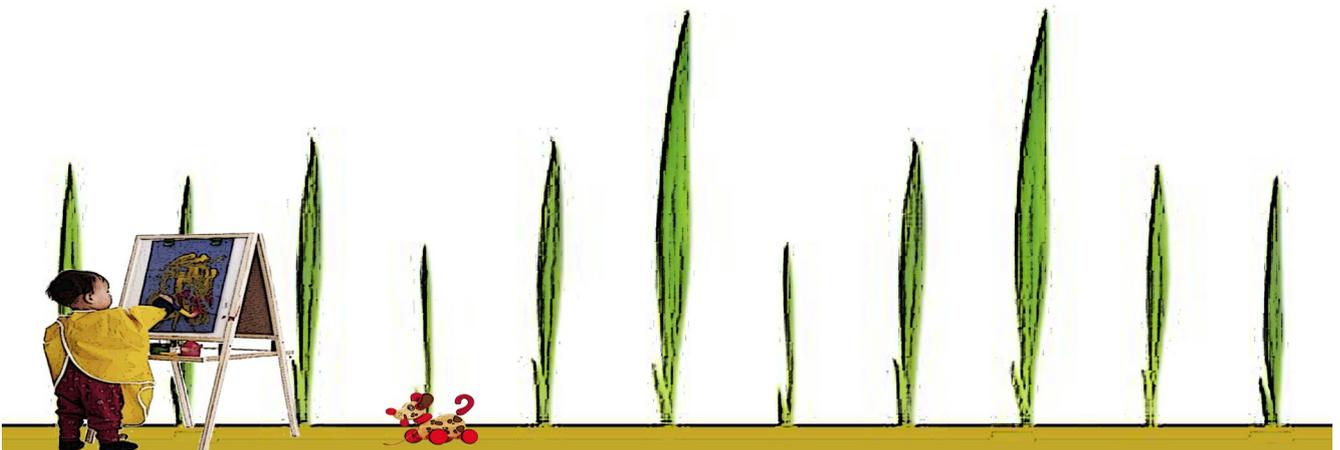
All 3 and 4 years olds are entitled to 15 or 30 hours free Early Years Early Entitlement per week for 38 weeks per year. This funding begins the term after your child turns 3 years old. 30 hour funding depends on eligibility.

Some 2 year olds are eligible for 15 hours free Me2 Funding per week for 38 weeks per year. If your child is eligible this funding begins the term after your child turns 2 years old. Eligibility for Me2 funding depends mostly on your financial status. Greenshoots offers a limited amount of two year old spaces each session.

Application packs must be completed and returned to Greenshoots along with proof of your child's date of birth and proof of address. If at any time the pre-school and / or wraparound care are full, there will be a waiting list for admission. Once your child has a place at Greenshoots, we ask that they attend every session booked. If they are unwell, please telephone to let us know. If your child fails to attend on a regular basis they could lose their pre-school place and their free Early Years Early Entitlement may have to be repaid. Repayment costs will be passed to the parent / carer.

Children attending Greenshoots and Laira Green Primary School are able to access our Wraparound Care services of Breakfast and After School Club. Booking is required and charges will apply if 24 hours notice of non attendance is not given.

Appointments with a Manager to discuss a place for your child can be made at any time. See Admissions Policy for further details.



Informal Visits and Taster Sessions



Informal Visits for you to find out more about Greenshoots and what we have to offer you and your child can be made at any time by contacting the setting. A mutually convenient time will then be arranged for your visit to take place. You are under no obligation to take up a pre-school place with us following your informal visit.

If following your visit you are considering taking up a pre-school place for your child, then we will offer you no obligation and a free of charge taster session/s. This provides parents / carers with an opportunity to see how the setting runs and if they think it would be suitable for their child. It also gives parents / carers an opportunity to inform Greenshoots staff about their child's particular needs and interests. This informal session can also be used to answer any questions parents /carers may have. Parents / carers are required to stay with their child for this session/s to ease them into getting to know their new surroundings, peers and key person. The number of taster sessions needed depends on each individual child, as each child takes separation differently we will work together to ensure that your child is happy and settled in our care.

If following your taster session/s you decide you would like to take up a preschool place for your child the registration paperwork will be completed and opportunities are there for you to ask any questions and generally for us to find out more about your child, their likes and dislikes, dietary requirements etc.



Early Years Foundation Stage Curriculum



We follow the Early Years Foundation Stage guidelines in the planning and delivering of all activities. Young children learn best through activities that are fun and enjoyable. Learning about their world should be a pleasurable and natural experience. It is our aim to teach your child how to learn and investigate for themselves and develop their curiosity to know and find out more. We will allow adequate time and space for your child to explore, investigate, and experiment in a safe environment. In this way we are preparing your child for their future years in education.

- Rooms and activity areas are set out to cater for all seven areas of learning.
- Initial observations will be carried out in the first few weeks of your child starting at Greenshoots.
- Regular observations of your child's learning will be carried out and recorded throughout the year on their online 'Learning Journey' on Tapestry.
- Your child's progress will be monitored and recorded and you will be informed about their progress regularly.
- We liaise closely with the Laira Green Foundation Stage class teachers.
- Transfer documents will be completed and sent to the receiving school or the next setting when your child leaves.
- There will be many opportunities for your child to be involved with the Laira Green Foundation class, providing continuity for your child upon starting school.
- Laira Green Primary School facilities are available for many activities.



Equal Opportunities



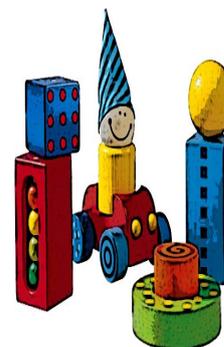
Greenshoots is an equal opportunity provider and aims to ensure that:

- Each child receives the best possible care suited to their individual needs.
- Each child shall be seen and regarded as an individual regardless of ability, race, religion, gender, culture or ethnicity.
- Children have the opportunity to take part in all activities.
- Each child receives love, care and attention.
- Each child's progress and needs are assessed and appropriate action is taken where necessary to support them.
- Multicultural resources are provided.



Our Daily¹⁰ Routine

8.45a.m.—9.00a.m.	Arrive at Greenshoots
9.00a.m.	Bell rings for tidy up time
9.05a.m.	Small separate group times
9.15a.m.	Outside play on the playground as a group
9.40a.m.	Free-flow time to start -main room and playground.
9.45a.m.	Snack time starts
10.40a.m.	Free-flow time throughout the setting
10.45a.m.	Nappy changing during free-flow time
11.20a.m.—11.30a.m.	Bell rings for tidy up time
11.30a.m.	Toothbrushing session and singing time
11.45a.m.	End of the Morning session.
11.45a.m.—12.15p.m.	Lunch time.
12.15p.m.	Start of the Afternoon session.
12.30p.m.	'Hello' time as a group
12.40p.m.	Free play - carpet activities
1.00 p.m.	Outside play on the playground as a group
1.30p.m.	Free-flow time to start -main room and playground.
1.45p.m.	Snack time, nappy changing time and free-flow time throughout the setting
2.45p.m.	Bell rings for tidy up time and story time
3.00p.m—3.15p.m.	Carpet activities and end of the Afternoon session.



Our routine can be flexible to meet the needs of the children attending

Information about Daily Routines

Drop Off / Pick Up Times

A Manager / Senior Practitioner will be available at the start and end of each day should parents / carers need to speak with them.

School Bag and Book Bags

A small named bag should be provided by you for the many items which a small child collects during the day as well as to provide your child with spare clothes. This will enable your child to have a change of dry, clean clothes in the event of getting messy through creative play (aprons are worn) or toilet accidents.

Every child is also provided with their own Greenshoots book bag and cap so please bring these along every session they attend.

Refreshments

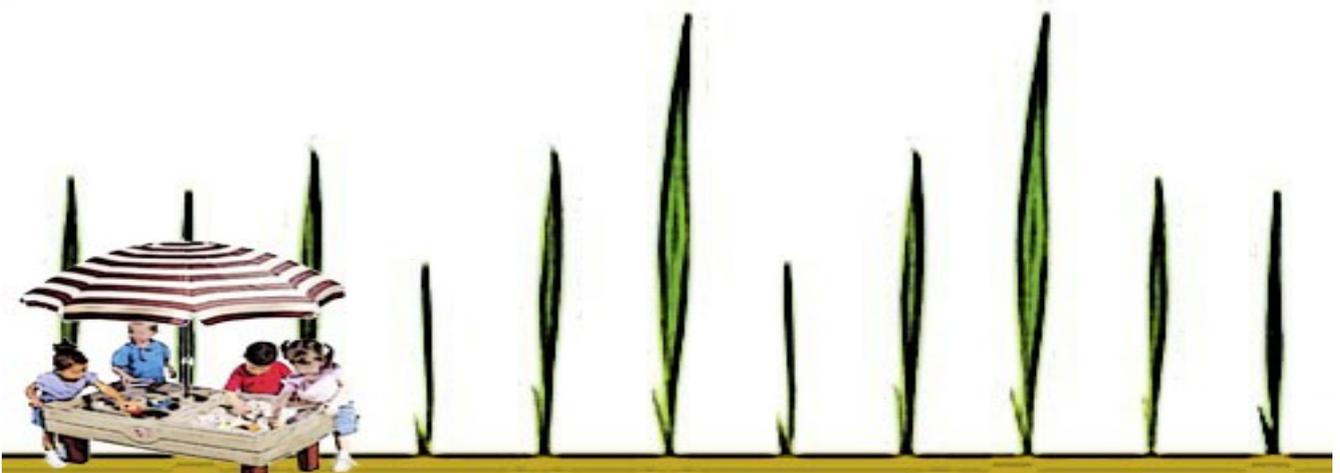
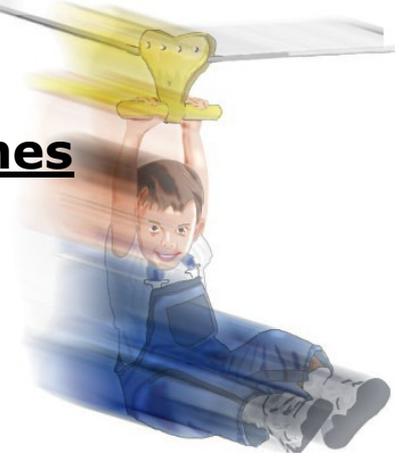
Drinking water is available throughout the day. Healthy snacks including fresh fruits and vegetables are provided during the morning and afternoon sessions. Children will be encouraged to try different tastes.

Lunch

Cooked meals are prepared in the School Kitchen by an experienced Cook. Food is freshly cooked and is nutritionally well balanced. The food is appealing and appetizing to the children. All dietary needs can be catered for. Children will be encouraged to try each dish. They will be encouraged to use the correct cutlery and appropriate table manners. Alternatively you can provide your child with a healthy packed lunch.

Off Site Visits

Educational and fun trips will be arranged throughout the year. You will be informed in advance of any visits outside of the Greenshoots premises. Permission slips will need to be signed in advance.



Special Educational Needs

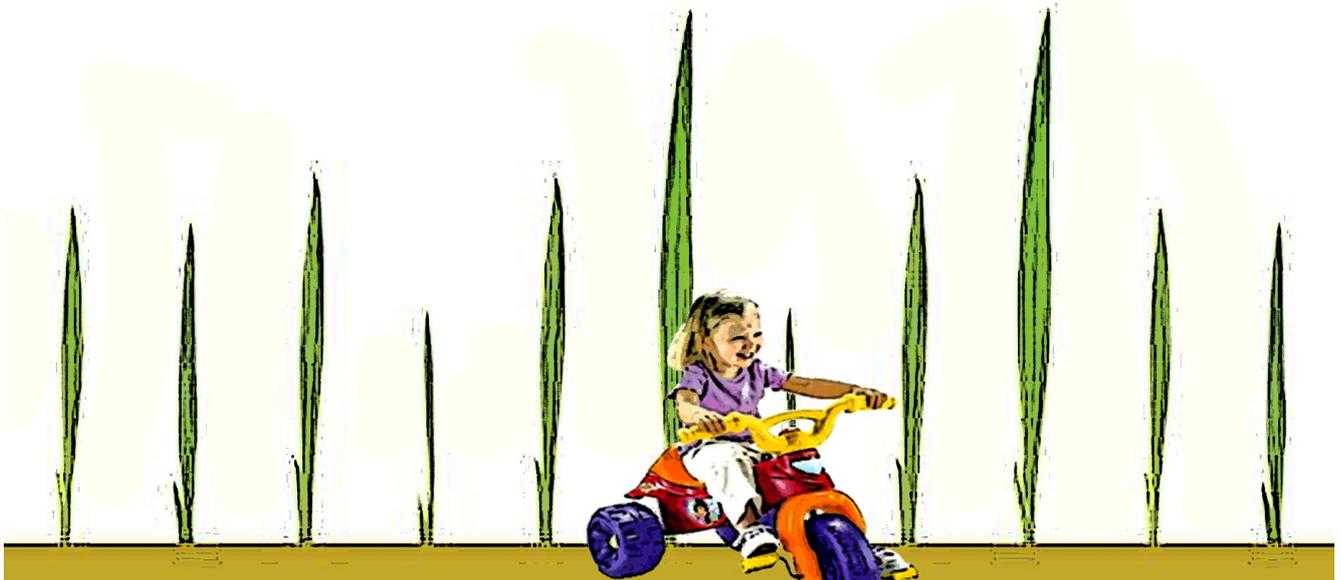
Some of the children attending, or entering Greenshoots may have special educational needs. This may include children with physical difficulties, language and learning difficulties or include children whose abilities far exceed those of children of a similar age. The staff and trustees are committed to providing opportunities for inclusive education for all children, recognising and celebrating differences. The setting has a special education needs and disabilities co-ordinator and staff develop an Individual Education Plans for children that need additional support, as laid out in the "Code of Practice".



We are supported in our work by a number of outside agencies, such as Speech and Language Therapists, Educational Psychologists, Advisory Teachers, Portage Workers and Paediatricians based at the Child Development Centre.

Able and Talented

All children are encouraged and motivated to reach their potential at Greenshoots. We aim to identify as many as possible of our children as being able or talented or both. These children are assessed and nurtured by qualified staff according to their talents or abilities in order to achieve their potential. Greenshoots keeps an able and talented register and provides enrichment activities for these children.



Safeguarding

It is a legal requirement that each setting has a named Designated Safeguarding Lead Officer and Deputy. At Greenshoots these are the Manager's Kerry and Natalie. All staff receive regular safeguarding training.



The Officer's follow the guidance laid down in the PSCB Plymouth Assessment Framework for Safeguarding Children, Young People and Families and HMG Working Together to Safeguard Children covering all aspects of child abuse, neglect and non-accidental injury. The Officer's main consideration is, of course, the welfare, well being and safety of our children.

It is the pre-school's duty to report to outside agencies (for example, Children, Young People's and Families Department) any incidents or concerns to ensure the safety of all children. We trust that parents / carers will see this as a positive course of action and not one meant to cause any upset or difficulty for any families concerned.

Greenshoots receives "CARA" reports which are 'Child at Risk Alerts'. This is a project involving early years settings and schools in Plymouth; Devon & Cornwall Police and Plymouth City Council. CARA provides early reporting of any domestic incidents, where children are present when then Police attend, to make us aware of something which could affect a child or young person's well-being, behaviour or performance during the day. The school / setting is notified through a phone call or email following an incident.



Health and Safety

First Aid

Greenshoots keeps a small stock of first aid supplies for minor accidents. If a child receives a bang to the head, then it is our policy to contact the parent / carer. You will be given a copy of their accident form for observation purposes. On rare occasions a child may have an accident which could need further attention from medical staff. In such cases parents /carers will be informed immediately, and requested to have their child checked by medical professionals. Appropriate action will be taken if an ambulance is required. Every attempt will be made to contact parents /carers in the case of a child being taken ill. If this is not possible, one of the emergency contacts will be telephoned, to inform them of the child's condition and ask them to take the child home or to a Doctor.



Medicines In Pre-School

Greenshoots adheres to the Statutory Framework for the EYFS with regard to giving medication. If your child is fit enough to be in Greenshoots, but needs to continue a course of prescribed medication, you must complete a medication consent form available from the staff. Medicines that are not prescribed will not be administered unless it would be detrimental to the child's health not to do so. Non-prescribed medication is treated the same as prescribed medication and a medication consent form must be completed before it can be administered.

Asthma Inhalers

Some of the children might be prescribed asthma inhalers that may need to be used on a regular basis or simply as required. Provided that parents /carers fill in the required long term medication form, staff are willing to support children in administering this type of medication. Medicines will need to be labelled and kept securely. The time, date and dosage will be recorded. Empty bottles will be returned to parents /carers for disposal. All medicines will be returned to parents / carers at the end of the session unless other arrangements have been agreed.





Infectious Diseases

If your child has an infectious disease, please keep them at home until the danger of spreading the infection has passed. With the more common diseases, this means exclusion for at least the period shown, though longer may be necessary:

Chicken Pox - 5 days from the onset of the rash.

German Measles - 5 days from the onset of the rash.

Measles - 5 days from the onset of the rash.

Mumps - until swelling has subsided (5 days minimum).

Impetigo - until the skin is healed.

Head Lice

We feel that the presence of head lice can be minimised by the following actions:-

- Inspect your child's hair regularly, and immediately if they complain of an itchy scalp.
- If you discover head lice please inform us.
- We will sensitively inform all parents / carers.
- There are lots of different ways to remove head lice. You can either visit your GP or ask advice from a pharmacist, or treat it yourself using conditioner and a nit comb.
- If your child has long hair we strongly advise you to ensure that they come to pre-school with it tied back.
- **If whilst at pre-school your child is seen to have live lice in their hair, you will be contacted and asked to collect your child as soon as possible and treat their hair.**

Accident and Incident Forms

Accidents will be recorded on an Accident Form. Parents / carers will be informed and asked to sign the form to confirm that they have been informed. If your child is hurt by another child, under Data Protection Laws, we cannot reveal the child's identity to you, but the other child's parents / carers will be informed and an Incident Form completed.



Wraparound Care Sessions

A Manager or Senior Practitioner will be present at all sessions unless there are special circumstances.

Breakfast Club

A continental breakfast will be provided. The children will be supervised at all times. Appropriate activities will be organised to suit time limitations. The staff will escort the children to the playground to meet their teachers when school starts.

Lunch Time

The school has its own cook and kitchens which Greenshoots use to provide a nutritionally balanced, freshly cooked meal. All dietary needs will be catered for. The children are encouraged to try each dish. The staff will assist children where necessary. Appropriate table manners will be encouraged, as will the use of cutlery at the appropriate stage. Alternatively you can provide your child with a healthy packed lunch.

After School Club

A healthy snack will be provided e.g. toast, cereal, fruit. Each session involves a physical activity slot, free play opportunities IPAD or computer time and art and craft activities. All activities are supervised at all times by qualified staff.

Session Times (Term time only)

An application form and contract for extended care must be signed prior to starting as a condition of place.

Breakfast Club: 8:00am - 8:45am

Morning Session: 8:45am - 11:45am

Lunch: 11:45am - 12:15pm

Afternoon Session: 12:15pm - 3:15pm

After School Club 3.00pm – 6.00pm - A snack will be provided.

Please refer to the Fees Structure for the service charges.



Fee Structure

Greenshoots Pre-School

The "free" Early Years Early Education Funding available for Me2 funded children is 15 hours per week for 38 weeks a year and is divided across 3 terms. These hours can be used flexibly across the preschool day, including the lunch session. There is the option of paying to attend additional hours - see below, depending on availability.



The "free" Early Years Early Education Funding available for all 3/4 year olds is 15 hours or up to 30 hours per week for 38 weeks a year and is divided across 3 terms. These hours can be used flexibly across the preschool day and our wraparound care sessions, if eligible. They can also be used across the lunch session. There is the option of paying to attend additional hours - see below, depending on availability.

If your child is turns 3 years old during term they will not be eligible for the free entitlement until the next school term (unless eligible for Me2 funding). However they can still attend Greenshoots but a fee is charged for these sessions - see below.

Any additional or non-funded pre-school hours or sessions will be charged at the following rates:

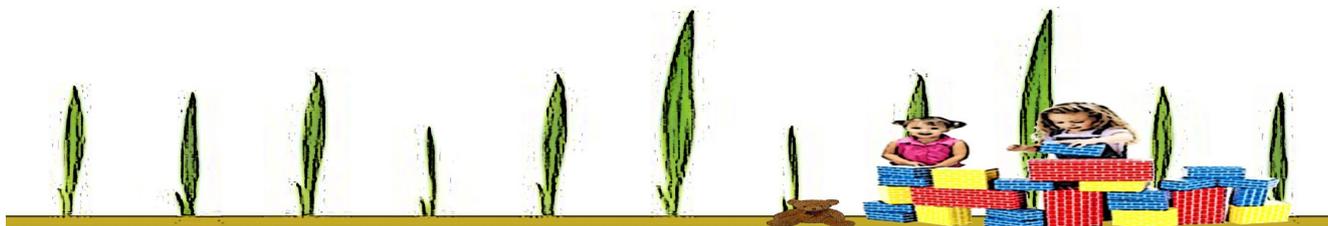
- £4.50 per hour, £2.25 per hour and £13.00 per 3 hour session for children who are 3/4 years old.
- £5.50 per hour, £2.75 per hour and £16.00 per 3 hour session for children who are 2 years old.

Lunch session FREE if bringing a packed lunch and £2.00 if having a school dinner.

Before and After School Club

Breakfast Club (8.00 a.m. - 8.45 a.m.) = £4.50 per session to include breakfast.

After School Club (3.00 p.m. - 6.00 p.m.) =
£5.50 for 3.00 p.m. - 4.00 p.m. to include a snack



Compliments and Complaints Procedures



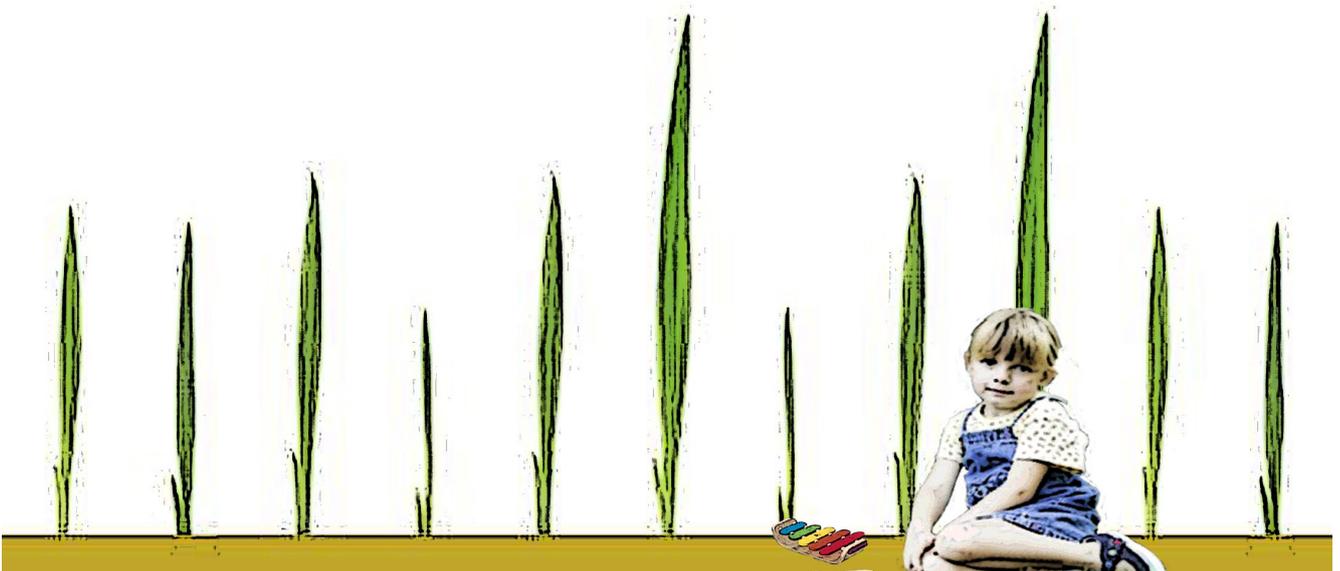
General Complaints

We like to think that we do our best for all the children in our care. If you have a complaint of a general nature this should be brought to the attention of your child's key person. If you do not gain satisfaction you should bring your complaint to the notice of a Manager. The circumstances of the complaint will be investigated and hopefully a remedy found. If you are still aggrieved after consultation with a Manager, then you should approach one of the Trustees who will follow up your complaint.

Our Complaints Policy is displayed in the Reception area.

Compliments

We hope you will be satisfied with leaving your child in our care. Learning, after all, is a partnership between parent / carer, child and Greenshoots and we are always interested to receive your feedback. It is important that we know what you feel we are doing well, so that we can give a high quality service to your child, yourself and the community.



Useful Information

What do I need to bring?

Please can you send your child with a bag with a change of spare clothes (labelled with their name if possible please). We try to keep a stock of spare clothes in case of accidents. If you have any suitable clothes that older children have grown out of, we would be very grateful for them to keep as spares.



We do not encourage children to play with their own toys at Greenshoots as this leads to difficulties if a toy gets broken.

Toileting

If children are not toilet trained, we do have facilities for nappy changing and toilet training, this can be discussed with staff at your child's induction.

Clothing

Please label your child's clothes where possible including hats. Young children often remove items of clothing during the day and usually forget where they put them! It will help staff to find missing items, and help the children to learn their names. Please bring a cardigan or jumper and a coat or jacket in the autumn, winter and spring months even if the forecast says it will be warm, as your child will be encouraged to play outside in all weathers. Please bring a hat/cap during the summer months. Sun cream will be provided by the pre-school but if you wish to provide your own please label this with your child's name.

Footwear

Suitable footwear must be worn. Shoes must be able to be securely fastened to reduce the risk of an accident. Wellies will be required for wet weather and the winter months as we do play out in all weathers. Children can wear slippers indoors if they wish to.

Policies and Procedures

You can access all our Policy and Procedure documents from the file in the Reception area. Copies of all policies and procedures are available on request.





Your child,
safe and secure
in
our hands.

Thank you for your interest in our setting.

If you require any more information, would like to come and have a look around or to book your child a place, then please contact us on

01752 228272

or email : greenshootspreschool@gmail.com

More information can be found on our website :

www.lairagreenshoots.com