



**Information
and
Welcome**

2019-20

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Welcome Pack

Welcome to Under Fives Roundabout

Firstly, welcome! We know that starting preschool is a very important milestone in your child's, and your, life. To ensure a positive start, you and your child need the support and encouragement that we can provide. You have the reassurance that your child is in the care of appropriately qualified and experienced staff, many of whom are parents themselves.

For your child, this may be the first time they have been apart from you on a regular basis. Some children adapt to this very quickly; others take a little longer. Either situation is perfectly normal.

We realise that you are entrusting us with the care of your child, and we place your child's safety, welfare and development at the top of our priorities. We offer a secure, happy and stimulating environment where independence, self-confidence, consideration for others and good manners are encouraged.

Roundabout's groups

- **Toddler Group** is for babies and children from 0 to 4 years old and their carers on Tuesday and Friday mornings between 9.15am and 11.30am in the Community Room at Mayfield School. Senior preschool staff lead the toddler groups.
- **Preschool** is for children aged from 2 years 9 months until they start school. There are two groups within the preschool:
 - Squirrels – for younger children in the mornings and a mixed group of older and younger children in the afternoons.
 - Hedgehogs – for older children (those in their pre-Reception year).

Useful Contact Details

Office tel no: 01223 309066
Office email: admin@underfivesroundabout.org.uk
Manager (Sam Capes): manager@underfivesroundabout.org.uk
Committee Chairperson: chair@underfivesroundabout.org.uk

Roundabout is registered with Ofsted: **EY379489**.

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Our aims

We aim to:

- Work in partnership with parents and carers, building on the knowledge you have of your child.
- Provide a safe, caring, creative and inspiring environment.
- Encourage children to be independent, considerate and excited to learn through play, and to develop friendships and social skills in readiness for school.
- Adapt activities to include all children according to their individual needs and interests.

Roundabout – a very brief history

Under Fives Roundabout is a registered charity and a not-for-profit community group, established in 1980 in the Round Church Hall on Bridge Street. We moved into our own preschool premises in September 2008. The building is located on grounds leased from the County Council at Mayfield Primary School; it was built thanks to the hard work of a team of parents and staff.

The groups are run by a team of well-qualified and experienced staff, with much cooperation from all of our parents/carers. Overall management is provided by a committee of parents.

Opening times

Roundabout Preschool is open for 38 weeks a year.

Please see the list of term dates in Appendix 1 for full details; note that there are some differences from local school term dates.

Preschool is open Monday – Friday, 8.40am – 3.10pm.

Lunch runs from 11.40am to 12.10pm. Children bring their own healthy packed lunches; please see our guide for a healthy lunch in appendix 3.

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Funding

Early Years Funding (EYF) is provided by the Council, and funds childcare for all 3 and 4 year olds. All children are funded for up to 15 hours per week from the term following their third birthday. Some children are eligible for funding before they turn 3 years old. Some children are eligible for funding for 30 hours childcare per week. For more information on the hours your child is eligible for, visit:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

EYF is for a minimum of two and a half hours per day and, if you claim all 15 hours at Roundabout, it must be taken over a minimum of 3 days. For children who are eligible for 30 hours funded childcare, Roundabout is only able to offer up to 15 hours initially; once hours have been allocated to all children on the waiting list, more hours in addition to the 15 hours *may* be offered.

Roundabout requires that children in their preschool year attend a minimum of 12 hours per week. Younger children may attend a minimum of two sessions (5 hours) across two days. You may choose to use all your funded hours with us, or to divide your 15 (or 30) hours between Roundabout and another registered childcare provider (a nursery or childminder, for example).

You will be given relevant information and forms at the appropriate time and must return these by the deadline stated.

Please note that regular unexplained absence from funded sessions may result in you having to repay EYF to the council. Also note that once your Parental Contract has been signed and submitted, you will not be able to change your child's funded hours for the whole term (see also the notice period below).

Fees

If your child is not eligible for funding, or if you have chosen to pay for additional hours, the fees are £5.50 per hour. Fees are payable half-termly in advance. Your invoice will show the due date for payment. Any payment reminders we need to issue incur a £5 administration fee. Fees continue to be payable if a child is absent (in cases of prolonged absence please consult the manager). Each child's attendance at the group is conditional upon continued payment of fees and/or receipt of EYF. Non-payment will mean your child's place is withdrawn.

Please see the full payments policy on our website for further details.

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Notice Period

If you would like to withdraw your child permanently from Roundabout before the final day of the summer term in July, you must give us six weeks' notice in writing. You will be unable to claim funding elsewhere for these six weeks and possibly for the remainder of the term; or you may be liable for six weeks' fees.

Attendance

It is important for your child to attend the sessions that have been allocated to them. If you find that your child would be more comfortable with fewer sessions please let us know as soon as possible.

As previously mentioned, regular unexplained absence from funded sessions may result in you having to repay the Early Years Funding to the council.

If your child is absent for more than a week and we have not heard from you, then we will contact you.

We regret that prolonged unexplained absence for more than two weeks will result in your child losing their place at Roundabout.

Requests for additional hours or changes to hours

Any requests for additional hours or changes to hours must be submitted in writing, preferably by email to the manager. It may not be possible to accommodate requests if the sessions are already full. If it is not possible to grant a request, the manager will keep a note that you are interested in that session, should a space become available.

Spaces arising in any sessions are offered in waiting list order.

Any changes to hours can only take place at the start of the next half-term.

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The Roundabout Committee

Whilst we employ well-qualified and appropriately experienced staff to care for the children, Roundabout is a registered charity and therefore must be overseen by an elected volunteer committee. This ensures that major decision-making is in the hands of the parents who use the group.

The committee is responsible for the recruitment of members of staff, for reviewing policies, for fundraising, and for the upkeep of our premises. The committee members are also the trustees of the charity.

We aim to meet once or twice per term. At our Annual General Meeting (held in the Autumn term) there is a review of the past year and the committee for the following year is elected. Parents will be informed in good time about the AGM, so that they are able to attend.

If you are interested in joining the committee (at any time of the year), please contact the Chairperson, email address on page 3.

Please note that all committee members are required to undertake a Disclosure and Barring Service (DBS) check and must be eligible to be a charity trustee (contact the Chairperson for more details).

Why is it good to volunteer?

There are so many reasons why it is good to volunteer!

- It is incredibly rewarding to be fully involved in your child's early education.
- It is exciting to apply for grants and be able to buy some lovely equipment.
- It is very worthwhile to support such a dedicated, professional staff team.
- It is a great opportunity to gain new skills to add to your CV, especially if you become involved with key responsibilities.
- It is an important voluntary role within the community and can provide opportunities to serve on county-wide discussion or reference groups.

Roundabout cannot exist without a committee and if you feel you could volunteer in this way for the next year or so, we look forward to hearing from you.

HOWEVER, even if you are unable to commit in this way, we still rely on support from all of our parents. There are many ways you can be involved without joining the committee, such as sweeping the playground, gardening, helping with DIY, washing tea towels, interpreting for other parents, or running socials and fundraising events.

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Fundraising

Roundabout is a Registered Charity (no. 1027240).

The funds and fees received for sessions cover only a little more than our basic costs.

Fundraising and grants are vital in order to buy new equipment, replenish craft resources, help fund trips, and so on.

If you have any ideas for events or would like to arrange your own, or if you could do a sponsored event on Roundabout's behalf, please talk to the committee.

Please support the events that are put on and check our website for details. See appendix 4, and the enclosed fundraising leaflet, for more information on raising funds or making a donation.

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Our Staff

The appropriate staffing ratios for the Early Years Foundation Stage are adhered to at all times. All of our key staff are qualified and experienced, and all adults working with the children on a regular basis have enhanced Disclosure and Barring Service (DBS) checks and background checks.

We have at least five members of staff working in the building at all times. In addition, we may have extra members of staff working as one-to-one support for particular children; students on placement or work experience; and regular volunteers.

Please check the notice board outside the office door for photos of the adults on site, and our operational plan folder for further details on each member of staff and the training they have undertaken.

Additional staff details can be found in Appendix 2.

Preschool

Manager:	Sam Capes
Deputy Manager:	Dana Harrison
Second Deputy Manager:	Ana Woor
Senior Assistant:	Karen Crane
Preschool Assistants:	Jo Cook, Jacqueline Ayres, Charlotte Riglen, Michelle Smyth, Anne Rayner
Emergency cover:	Steph Hearne

Toddler Group

Tuesday:	Ana Woor
Friday:	Sam Capes

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Key working at Roundabout

Your child will be allocated a Key Person for the time they are at Roundabout.

This person will be responsible for communicating your child's progress to you, using information they have gathered from observations and small group activities, and supported with photographs and work your child has produced. Your child's Key Person will ensure there are plenty of varied opportunities provided for extending your child's learning and development.

The Key Person will build a **learning and development file** using 'Tapestry', an online journal designed to record your child's activities, learning and development. Please see **Appendix 6** for more information about Tapestry.

If you can attend Roundabout as a parent helper (see next section), the Key Person will aim to discuss your child's progress with you, taking the opportunity to discuss how you feel your child is progressing. For those unable to attend as a parent helper, you are welcome to book an appointment to talk to your child's Key Person.

In addition to this formal feedback, all staff at Roundabout are available to give very brief feedback at the end of the session about what the children were doing that day or if there is anything you should be made aware of. The A-frame white-board at the entrance to Roundabout is updated daily with information about what the children have enjoyed doing that day.

Your child will come into contact with most of the staff each day as they move around our setting. For anything more than a brief chat, please book in an appointment.

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Working with parents and carers

We recognise parents and carers as the first and most important educators of their children. We aim to work in partnership with you to ensure that your child has a happy and memorable time at Roundabout.

Parent Helpers

We value the help of mums, dads and carers during our sessions; it gives you a chance to see what happens at Roundabout and the children absolutely love having you there! Grandparents, aunts and uncles, childminders, and so on, are all welcome.

We run a show-and-tell and parent-helper rota each term – if it's not convenient for you to attend the session you are allocated, please arrange a swap or contact the Manager.

The children particularly enjoy it when a parent comes along to the group to tell them about their job or hobby. If you have any interests that you'd like to share with the children please talk to your group leader or your child's Key Person. For example, you could play a musical instrument, do some cooking, demonstrate brick laying, or talk about being a doctor.

We also welcome help outside of the sessions with jobs like fundraising, photocopying, gardening, DIY, cleaning (toys, tea towels, windows, furniture during the holidays), or organising social events for all of the families.

If you would like to help on a more regular basis, we will ask you to be DBS-checked; please ask the Chair of the Committee for details.

Your contact details

It's vital that we have up-to-date contact details for you, particularly for emergencies.

Please tell us immediately of any change of address, telephone number, email or place of work.

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How your child spends their day

Types of activities provided for the children

We provide a wide variety of open-ended resources, ensuring all abilities and interests are met, extended and stimulated, with children inspired to learn.

There are always mark-making and construction opportunities available, using a wide spectrum of materials on a small and large scale.

Children are encouraged to be independent in all aspects of their learning, given support where necessary, and guidance to progress at their individual rate.

Daily routines – A normal day

8:40 – 9:10	Children arrive / free-play
9:10 – 9:30	Register time in each room incorporating activities such as singing, phonics, brief exercise, and show and tell
9:30 – 9:45	Targeted key activity / small group activities
9:45 – 11:10	Free-play, including snack
11:10 – 11:20	Tidy-up time
11:20 – 11:40	Whole group story / song time
11:40 – 12:10	Lunch club
12:10 – 12:40	Register, targeted key activity / small group activities
12:40 – 14:40	Free-play, including snack
14:40 – 14:50	Tidy-up time
14:50 – 15:10	Show and tell, whole group story/song time
15:10	Home time

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Your child's first day.....and beyond!

Please bring

- a change of clothes in a bag, all named (and nappies with wipes if applicable);
- weather-appropriate outdoor wear (wellies, raincoat, sunhat, sun-cream), all named.
- something to put in the snack bowl to share at snack time, for example:
 - A piece of fruit or raw vegetable (please leave these whole – we like to involve children in peeling and cutting them up, using safety knives under supervision).
 - Bread products – such as crumpets, breadsticks, rice cakes, oatcakes, crackers, plain naan, pitta, etc, (in its original packaging, unopened please). We have a toaster, so can toast items that need to be.
 - Cheese (in its original packaging, unopened please).
 - Dried fruit.
 - **No nuts or products containing nuts please.**
 - Please bring one item per session your child attends; if you prefer you may put a week's worth of contributions in the bowl at the beginning of the week.

Please check

- your child has a clean nappy on at the start of their session, if applicable;
- your child's drawer daily;
- your email and the notice boards for new notices.

Please avoid

- giving your child sweets or chewing gum directly before arriving at Roundabout;
- bringing in a drink from home unless it is for lunch (we have water available throughout the day, and water and milk for snack time);
- allowing your child to bring something precious into Roundabout; it is very upsetting for everyone when things get lost or damaged;
- telling anyone the gate code, including your own children (the children's safety is paramount);
- dropping your child off late, or picking your child up late.

On Arrival

Staff will be on hand, especially in the first few days, to show you where to put your child's things on arrival. Your child will quickly learn the routine.

- Help your child to find their name label and stick it above an empty coat hook.
- Their coat, bag with change of clothes etc, should be placed on their coat hook.

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- Snack goes in the bowl provided.
- Lunch goes on the lunch trolley.
- Your child will have a named drawer in which items such as a comforter (see below) can be placed. At pick-up time at the end of your child's session please check your child's drawer for letters, pictures etc.

Settling your child into the group

Some children settle very quickly; others can take much longer.

We suggest that you plan your first week so that you can stay with your child if they do not settle straight away; but if they seem happy, we advise that you leave in the knowledge that we will call you if your child then becomes very upset and we cannot settle them.

It is vitally important that you say goodbye to your child quickly and confidently so that they know you will return but do not pick up on any anxiety you may feel.

All children need someone they know well to be with them when they are taking such a big step, and for many this will be their first time away from their parents in an unfamiliar setting. A comforter from home or an item belonging to their main carer, placed in the child's drawer, sometimes helps young children understand that their carer will return for them. This can then be available if your child becomes upset.

Arriving and picking up

It is imperative that you adhere to your child's allocated attendance times; we have organised staff levels according to these allocations and cannot have more children in our care than permitted by law.

Please note that registration is at 9.10am and 12.10pm each day. Your child will also learn to self-register by placing their picture name card above their chosen peg in each room.

Please arrive promptly as children who arrive late often struggle to settle and it can be very disruptive to the other children.

At pick-up you will be required to sign your child out on the sign in/out register, which is held by the member of staff on door duty.

All children must be delivered and collected by an adult. Please inform us if someone different is collecting your child and complete a form. If you need to inform us by phone you will be given a password to give to the person picking up your child, which they will need to give to us before being permitted entrance to the grounds.

We cannot and will not let a child leave with someone who is not known to us. We will need to contact you before allowing your child to leave.

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Lateness

Please be on time to pick up your child. If you are late, you will be required to fill in a late collection form. If you have been late three times, you will be charged £5 for every 5 minutes you are late thereafter.

Late pick-ups in the middle of the day can impact on the ratios of staff to children, compromising the welfare of the children should staff be off-site for their breaks; this is also disruptive for the children waiting to begin the afternoon session.

At the end of the day, staff themselves may have children to collect from school and risk being late collecting them if you are late collecting your child.

Snacks

Roundabout operates snack on a rolling basis, from about 9.40am to 10.30am in the mornings and 1.00pm to 2.30pm in the afternoons. Snack time is a valuable opportunity for children to socialise in small groups, with an adult accompanying them; children learn to decide when they are hungry during the session rather than being made to sit down all together when they are engrossed in play.

We ask parents/carers to provide something healthy for the snack bowl to share amongst the children. Some suggestions are listed in 'Please Bring' on page 13.

Roundabout provides milk and water at snack and lunch times, with water available at all times. The children enjoy many cooking activities, making soup, salads, bread, biscuits, pizza, etc. which they sometimes eat together at snack time.

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Clothing

Please make sure that you do not dress your child in their best clothes as our activities can be messy. Clothes that your child can manage when they need the toilet are helpful. Please avoid dungarees and belts.

Roundabout-logo polo-shirts, t-shirts and sweaters are available to purchase – please email the office for more information on what is available and for prices.

Remember to dress your child appropriately according to the weather. If they are with us all day please ensure they have a coat even if it is warm and sunny when you bring them. If it hot and sunny, please ensure they have a hat and that you have applied sun cream before you leave home. If your child is staying all day, please also provide named sun cream for staff to apply after lunch.

All clothing, including hats, gloves and shoes should be named.

Dummies

Research suggests that dummies can cause distortion and/or delayed speech and language development. Roundabout therefore discourages the use of them as much as possible. We understand that if a child relies on a dummy frequently at home it may take some time before they are able to manage without it.

We will discuss with you ways we might support your child in weaning themselves off dummies without causing distress.

Toilet Training

If your child is still in nappies or is toilet training, your Key Person will discuss this and agree a plan with you.

Please provide changes of named clothing and spare nappies and wipes, if necessary, in a named bag. Please make sure your child is wearing a clean nappy when they arrive.

Helping in your group

We very much appreciate parents' and carers' help within their child's group. Please see the previous section 'Working with parents and carers' for details.

Trips

We like to take the children on short, well-supervised trips within the local area.

The adult/child ratio is at least one adult to every four children for over 3s and one to every two children for under 3s. Parents are invited to join trips to reach these ratios.

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Children's learning

Our planning is based on the Early Years Foundation Stage (EYFS), which is for children aged 0-5 years (birth to the end of the reception year at school). The key element of the EYFS is learning through play. The EYFS is based on four principal themes:

- **A unique child** – every child is a competent learner from birth who can be resilient, capable and self-assured.
- **Positive relationships** – children learn to be strong and independent, from a base of loving and secure relationships with parents/carers.
- **Enabling environments** – the environment plays a key role in supporting a child's development.
- **Learning and development** – children learn and develop in different ways and at different rates. All areas of learning are equally important and are interconnected.

To find out more about the EYFS please take a look at the posters and displays around the building or check out <http://www.foundationyears.org.uk/>

Your child has a Key Person, who will observe your child at play and plan further fun opportunities to extend what your child already knows.

Your child's Key Worker will build an **online learning and development file** during your child's time at Roundabout, using Tapestry (see **Appendix 6** for more information).

Additional Needs

All children are different and some find preschool easier than others. If staff have any concerns about your child, they will discuss these with you and will not talk to anyone else without your consent.

If you have any concerns about your child's development or behaviour, please speak to your child's Key Person, or to Sam Capes who is our Special Educational Needs Coordinator (SENCO). Please also see our Special Needs policy for more information.

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Keeping in touch

Our primary method of communicating with you, apart from through your child's online learning and development file, is by email. We use email as much as possible as this is the most cost-effective and environmentally-friendly way of keeping in touch. Please check your account regularly because, whenever possible, the group leaders will use email to send you important messages.

Please also keep an eye on the group notice-boards for changes and news.

Email

Our regular email newsletters are sent using Google Groups. When you give us your email address and permission to use it, we add it to the appropriate group (Preschool or Toddlers) so that you can receive information relevant to you. The groups are private and are not accessible to anyone outside Roundabout; your email address is only visible to Roundabout's administrators, and you can unsubscribe simply by replying to an email. (Please see also our Privacy Notice about how we hold and use your personal details in accordance with GDPR.)

You can sign up by emailing admin@underfivesroundabout.org.uk

If you do not have an email account we will endeavour to print out notices and place them in your child's drawer. Please inform us if you would like us to do this.

Notice-boards

Important information, including Ofsted contact details, is on the board by the gate, and staff photos and details are on the board outside the office. A second notice-board outside the office is used for displays.

We use an A-Board near the cycle shelter to give details of activities the children have taken part in that day, as well as updates on incidents of infectious illnesses at Roundabout and other notices.

Each of the doors at the entrance to Squirrels and Hedgehogs has information such as show-and-tell dates.

The display board pockets and walls in the rooms contain up to date information which may be of interest to you.

Drawers

Your child has a drawer in their group's room with their name on it. Please check this daily for artwork, treasure, newsletters, catalogues, letters, and so on. Some children are prolific artists so the drawers can get quite full!

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Health and Safety

For everyone's safety, please take note of the following:

- There is a first aid box in each room, in the kitchen and in the playhouse.
- In case of fire, leave quickly and calmly by the nearest exit and follow the instructions of the staff. The assembly point is on the school playground. Fire extinguishers are available and are checked regularly, but these should only be used when there is no risk to you.
- The main gate is large and heavy, and the magnetic closer is at some of the children's head-height. Please use with care and ensure that the gate closes safely behind you.
- Please ensure that no-one learns the code for the gate, unless they are parents or carers. Do not tell your child/children (including older children) the code or let them use the keypad. The code for the gate is changed regularly for security reasons.
- Be careful to let only your own child out of the gate when you enter/exit. Do not allow other adults in through the gate, unless they are known to you as a parent/carer of a Roundabout child.
- Our staff member with responsibility for health and safety is Karen Crane. Please let Karen or Sam know if you have any concerns or suggestions.

First Aid

We have at least one trained first aider on-site at any one time; all relevant staff have up to date first aid training.

Accidents are recorded in the accident book and parents are informed.

If a child has an injury on arrival at Roundabout (e.g. a grazed knee), please let us know; you may be asked to complete an 'existing injury' form.

Illness, sickness, medical conditions and allergies

Please let us know if your child will be missing preschool due to illness, by phoning the office or sending an email (see page 3).

If your child is unwell enough to need, for example, paracetamol to bring their temperature down, please keep them at home.

If your child has sickness or diarrhoea, please ensure that they are clear of symptoms for at least 48 hours before returning to the group.

In the case of other illnesses, you should follow your doctor's advice regarding exclusion times, or see our infectious diseases information in the policy file for

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exclusion periods. Please note that the staff will use their discretion and will ask you to collect your child if he/she is unwell or could have an infectious condition.

If your child has a long-term medical condition, please discuss special requirements with the manager before your child starts, so a care plan can be drawn up with you.

Staff must also be informed of any allergies before your child starts (using the Medical Information form enclosed in this Welcome Pack).

Medicines

Children who have asthma should bring their named inhaler to Roundabout where their Key Person will store it in the high cupboard in the Squirrels room with medical details, including a letter or form from your child's doctor, in a named box with your child's photo on the front. Parents/carers will be asked to complete a medication form recording how and when their child's inhalers need to be administered.

Staff are only permitted to administer prescription medicine; you will be required to complete the relevant medication forms before we can do this and to provide a doctor's letter confirming this.

Transport

We encourage all families to walk, cycle or take the bus to Roundabout.

Cycling: We have maps showing local cycle paths. Please help yourself to one from the pockets inside the rooms. Please use the cycle racks provided.

Bus: The Citi 8 bus stops nearby on Histon Road, and the Citi 1 bus stops a short walk down Gilbert Road. Citi buses 5 and 6 stop on Huntingdon Road, a short walk down Oxford Road.

Car: if you have to drive, please park considerately. You must not park in the turning area in front of Roundabout, on the zigzag lines outside the school gates, or on street corners – this is dangerous for pedestrians and for the many children who attend both Roundabout and Mayfield School.

Further information

A list of our policies and procedures can be found in Appendix 5. Please ask if you would like further written details of these. They are also available online <http://www.underfivesroundabout.org.uk>

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Complaints

You can expect to be treated professionally by all staff and committee members at Roundabout.

Roundabout will not tolerate aggressive, abusive or violent behaviour towards any of our staff members or other adults. Such behaviour may result in your child losing their place at Roundabout.

We hope that you will be delighted with your child's time at Roundabout and that any issues can be resolved by talking to senior staff or the manager. However, if you are still dissatisfied and wish to make a complaint, please speak to the manager or the Chair of the Committee, who will provide you with details of our complaints procedure.

The Office for Standards in Education (Ofsted) can be contacted at:

Ofsted

National Business Unit

Piccadilly Gate

Store Street

Manchester

M1 2WD

General phone number: 0300 123 1231

Complaints: 0300 123 4666

Website: www.ofsted.gov.uk

Our Ofsted registration number is **EY379489**.

In most cases Ofsted will encourage you to follow the setting's complaints procedure before they will become involved.

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And finally!

We hope that you and your child will have a happy and fulfilling time with us. If you have any queries or worries do not hesitate to speak to a member of staff.

Contact details

Roundabout Office

01223 309066 (please leave a message if closed)

admin@underfivesroundabout.org.uk

Manager

Sam Capes

01223 309066

manager@underfivesroundabout.org.uk

The best time to call the Manager is between 3:30pm and 5pm during term time.

Chairperson

Tracey Davids

chair@underfivesroundabout.org.uk

Ofsted

0300 1231231

www.ofsted.gov.uk

Families and Childcare Information Services

0345 045 1360

<https://www.cambridgeshire.gov.uk/residents/children-and-families/childcare-and-early-learning/childcare-information/>

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Appendix 1 – Roundabout term and holiday dates Year 2019/20

Please note, our term dates and training days may not be the same as local schools.

Autumn term starts: Thursday 5th September 2019

Autumn term ends: Friday 13th December 2019

Half term (preschool closed): Monday 21st – Friday 25th October 2019

*Training days (preschool closed): Tuesday 3rd September 2019
Wednesday 4th September 2019*

Spring term starts: Tuesday 7th January 2020

Spring term ends: Tuesday 31st March 2020

Half term (preschool closed): Monday 17th – Friday 21st February 2020

*Training days (preschool closed): Monday 6th January 2020
Wednesday 1st April 2020*

Summer term starts: Monday 20th April 2020

Summer term ends: Thursday 16th July 2020

May Day (preschool closed): Monday 4th May 2020

Half term (preschool closed): Monday 25th – Friday 29th May 2020

Training days (preschool closed): Wednesday 17th June 2020

Teddy Bears Picnic for children, parents/carers and siblings (preschool closed):

Friday 17th July 2020: all welcome – meet at Histon Road Recreation Ground from 10am. Bring teddies, and drinks and snacks to share!

(Children must be accompanied by an adult as this event is after the end of the preschool term.)

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Appendix 2 – Staff Details

Manager

Sam Capes

Level 7, Early Years Professional (2009)

Masters Degree in Early Years (2014)

Special Educational Needs Coordinator (SENCO)

Designated Person for Child Protection

Deputy Manager

Dana Harrison

Honours Degree in Social Pedagogy

Designated Person for Behaviour Management

Equalities Co-ordinator (ENCO)

Physical and Nutritional Coordinator (PANCO)

Second Special Educational Needs Coordinator (SENCO)

Second Deputy Manager

Ana Woor

Foundation Degree in Early Years and Playwork (2016)

Second Designated Person for Child Protection

Equalities Co-ordinator (ENCO)

Senior Qualified Assistant

Karen Crane

Level 3 Diploma in Preschool Practice (2006)

Health and Safety Coordinator

Preschool Assistants

Jo Cook – *Level 3 Diploma in Preschool Practice (2010)*

Jacqueline Ayres – *Children & Young People's Workforce Advanced Level Apprenticeship Level 3 (2017)*

Charlotte Riglen – *Level 3 BTEC ND in Children's Care, Learning & Development (2011)*

Michelle Smyth – *Level 3 Diploma in Preschool Practice (2008)*

Anne Rayner – *Advanced Diploma in Childcare Education (2003)*

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Appendix 3 – Healthy lunch guidance

1. Please do not put sweets, chocolate bars or fizzy drinks in your child's lunch. They contain many colourings and additives which we have found to have a negative effect on the children's behaviour and concentration. Due to other children's allergies, please do not include nuts or items containing nuts in your child's lunch; this includes some pesto and some chocolate spreads.
2. Milk is available for each child every day. Water is available to the children and they are encouraged to help themselves to frequent drinks throughout the day. We also have times in the morning and afternoon when we have a snack and a drink of water or milk (see pages 13 & 15).
3. It is a good idea to put a cold pack into your child's lunch box; we have lots of children staying for lunch each day and we are unable to refrigerate their lunches.
4. Please remember to cut grapes and cherry tomatoes in your child's lunch in half lengthways (they are a choking hazard); a high number of children bring these, and time spent by the staff cutting them up is precious lunch time wasted. *Note that this does not apply to grapes and tomatoes brought in for the snack bowl, as the children will help to cut these up.*
5. Are the portions the correct size? Remember your children only have small hands, mouths and tummies. At preschool we encourage the children to eat up all of their packed lunch. They will bring home what they don't want or can't eat so you can monitor what they have eaten. Please put in the amount of food you would normally expect your child to eat. Cutting up food like sandwiches and fruit into small manageable child-sized pieces is a good idea because children can be put off if they have to tackle a portion which is too large. Preschool packed lunches are not a good time to introduce new foods for the first time to your child. It may be upsetting for the child if they are hungry and don't like the food they have been given.
6. Have you got something from the *carbohydrates* group? Ideas: various types of bread, crackers, pasta (warm or cold).
7. Have you got something from the *fruit and vegetables* group? Ideas: salad items e.g. cherry tomatoes, cucumber; fresh fruit chopped or whole as appropriate; canned fruit pieces; raisins or other dried fruit; fruit smoothies; pure fruit juice.
8. Have you got something containing *protein or calcium*? Ideas: slice of ham, chicken or turkey; boiled egg, canned tuna or salmon, houmous, cheese, yogurt.
9. Have you got a *drink*? Ideas: yogurt drinks, smoothie, fruit juice, sugar-free squash. This is optional as we provide milk and water at snack and lunch times.

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Appendix 4 – Fundraising

Roundabout is a registered charity (1027240). The funds and fees received cover little more than our basic costs, which we already keep tightly under control. Fundraising and grants are vital in order to buy new equipment, replenish craft resources, help fund trips, and so on. If you have any ideas for events, or would like to arrange your own, or if you could do a sponsored event on Roundabout's behalf, please talk to the committee. Please support the events that are put on and check our website for details. Please see also the fundraising leaflet enclosed with this Welcome Pack.

Summer and Winter Fairs

These are our main social and fundraising events and are great fun. Please volunteer to help with the organisation and/or on the day. It is very rewarding and a great way to get to know other parents.

easyfundraising website

This really is an easy way to raise funds – in fact you can do it without leaving the comfort of your own home! You can shop with your favourite online stores and, at no extra cost, raise funds for Roundabout. You still shop directly with each retailer as you would normally, but simply by using the links from easyfundraising first, each purchase you make will generate a cash-back donation to Roundabout. www.easyfundraising.org.uk/underfivesroundabout

Wonderful.org

Donations can be made with Gift Aid via the website wonderful.org. Please see our website for more details.

Bag2school

Twice a year we distribute bags for you to fill with quality second-hand ladies, men's and children's clothing, as well as hats, scarves, ties, paired shoes, belts, handbags, jewellery and soft toys. In return for each kilo we collect, Bag2School give us 40p. For the next collection please see our Calendar.

Books & gifts

A selection of books and gifts are regularly available to view on a table outside the door to Hedgehogs, at drop-off and pick-up time. When parents/carers order any of these, 10% of the price paid comes back to Roundabout in the form of new books.

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Appendix 5 – Roundabout policies

We have the following written policies which we update on a rolling basis through the year and add to as required. The policies can be found in the Policies Folder at Roundabout to be read at any time. They are also available on the website; or they can be emailed to you on request, or we can provide a paper copy.

Admissions policy

All families are welcome at our preschool, which offers education and care for children from 2 years 9 months.

Please note that Roundabout is an independent preschool and admission to Roundabout does not in any way affect admission to Mayfield Primary School or any other school, or vice versa. Primary school admissions are dealt with by the Local Authority, with applications being submitted between early December and January during the year before your child starts school.

<http://www.cambridgeshire.gov.uk/education/parents/admission>

Safeguarding

It may be helpful for parents to know that the law (Children Act 1989) requires all staff to pass on information which raises concerns that a child may be at risk from non-accidental injury, neglect, emotional or sexual abuse. This procedure is intended to protect children. Parents will normally be informed before any confidential information is passed on. The child's interest comes first in such situations.

All staff and regular volunteers at Roundabout have background checks and an enhanced disclosure and barring service (DBS) check (formerly criminal records bureau). There are always at least two members of staff on duty at any time. All new staff are well supervised and inducted, and we have a Whistle-Blowing Policy.

There is a copy of 'What to do if you are concerned a child may be being abused' available for staff and parents to read. It is kept with the Operational Plan. Our designated staff members for child protection are Sam Capes and Ana Woor. There is also a designated committee member for child protection (see the committee details on the noticeboard outside the office, or contact the Chair of Committee).

Good behaviour policy

Our aim is to encourage good behaviour. Children are praised for good behaviour. On occasions when a child's behaviour is not acceptable, an adult will explain why the behaviour is unacceptable. Parents will be informed when they collect the child and may be required to fill out an incident form. Please feel free to discuss this with the child's Key Person or another member of staff. In cases of continued aggression towards staff or other children, the parent may be required to take the child home.

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Equality and Diversity

Our equal opportunities policy is for children, parents and all adults working within Roundabout, whether paid or unpaid. We believe everyone is of equal value regardless of ethnicity, intellectual and physical ability, gender, age, and social or economic circumstances. Our policy aims to enhance and improve the educational progress and self-esteem of all children and the morale and commitment of staff and parents. Our new building has been designed to be accessible to all and we will make any other reasonable adjustments towards this aim if necessary. We will not tolerate any racism within our setting, by adults or children.

Other policies

All of our policies are reviewed by staff and committee on a rolling basis throughout the year, and new policies or procedures are added as required. Parents are informed of all significant changes. Policies are available in the file in the lobby and on the website. The file includes policies on:

- Admissions
- Behaviour Management
- Safeguarding Young People and Child Protection
- Complaints
- Confidentiality
- Data Protection guidelines
- Environmental Policy
- Equality and Diversity
- Equipment and Resources
- Food and drink
- Health and Safety including evacuation, fire procedures, security and emergency closure procedures
- ICT policy
- Lost Child Policy
- Non-Collection of Children Policy
- Parental Involvement Policy
- Payment Policy
- Personal Care policy
- Settling in Policy
- Staffing and recruitment policy and procedures
- Special Educational Needs Policy
- Student Placement Policy
- Volunteer Policy
- Whistle-blowing Policy

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Appendix 6 – Tapestry Online Journals

At Roundabout Preschool we use online journals to record your child's progress whilst they are with us at Roundabout. This is done via a secure online server called Tapestry. Families will be given a username and password at the beginning of the academic year. By logging on with a secure username and password you will be able to view all of your children's observations, photographs and occasionally video, from their time at Roundabout Preschool. You will receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and you can reflect upon their achievements with your child. You can also add comments and photos yourself, so that we as a staff find out about which activities your child really enjoys and the learning they get up to at home. Staff will reference your child's learning to the Early Years Foundation Stage (EYFS), so you will know which area of learning your child is achieving in and the age-band they were working in for that activity. All of this information is stored on a highly secure server, which is monitored closely.

We know how much you like to see your child coming home from preschool proudly clutching their most recent piece of work. We will therefore photograph the pieces of work we need to keep as evidence, so that they can come home with your child.

When you visit preschool for your child's Show and Tell, we will enable you to view your child's learning journey on a Tablet, so we can discuss your child's progress with you.

If you would like a print out because you haven't got access to the internet, this can be arranged after discussion with your child's key person.

Many of the most meaningful photographs that are taken at preschool show children interacting in group play or activities with peers. We therefore ask that these photos are **for your own viewing and not shared publicly or uploaded onto any social media platform**. E-safety is extremely important to us at Roundabout Preschool; therefore, we ask you to sign the Permissions Form included in your Welcome Pack, to show that you understand and will agree to follow our guidelines. Failing to follow the guidelines would result in the suspension of your child's online journal. We also ask that if you become aware of guidelines not being followed, that you inform the preschool immediately.

If you have any questions about Tapestry, please get in touch.