



All About Green Shoots Handbook

Bruton Community Hall

Bruton Avenue

BA2 4QJ

07712 617336

greenshootsbath@outlook.com

<https://www.greenshootsbath.uk>

Ofsted Registration Number: EY462581



A safe and happy place for your little shoots to grow

Green Shoots Pre-school opened in September 2013. Judy Scott is the company Director and Pre-school Manager. She has over 25 years experience of working with children aged 0-7 years including supporting children with Special Educational Needs, a BA Honours Degree in Early Childhood Studies and a wealth of knowledge and experience as a practitioner, manager and parent. Judy and the wonderful team at Green Shoots have a clear vision and set of values that underpin everything they do.

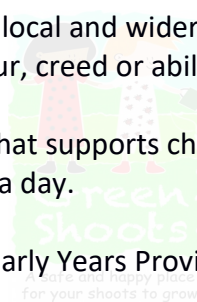
Placed in the heart of Bear Flat, Bruton Community Hall on Bruton Avenue offers a great location, with easy access to bus routes, the city centre and other local facilities. The hall is spacious and inviting, we share its facilities with local community groups linked to the Beechen Cliff Methodist Church.

Green Shoots is a 36 place pack away setting. We use the main hall, the rainbow room and our engaging outdoor space for the daily pre-school provision and the children attend as a Caterpillar (2-3yrs) or as a Butterfly (3-5yrs). We have sole use of these areas on Mondays, Tuesdays, Wednesdays and Fridays term time only. We are OFSTED registered and offer government-funded places for two, three and four year old children.

We are very lucky to have access to local parks and a community allotment. We encourage outdoors in all weathers and regularly go on outings, exploring wildlife and learning about healthy lifestyles. Our key person system allows every child to feel special and included. We plan activities that link in with children's individual interests and needs.

Our Vision

- To provide a safe, happy and stimulating environment where every child is valued as a unique individual, nurtured within a caring pre-school community, and encouraged to be curious, explore and make sense of the world around them through experiences based upon their individual needs.
- Children and their families are at the centre of our work and make great progress during their time with us. Children and families feel like they belong. Every child gets an equal chance to learn and develop from whatever their starting point, through a whole team 'can do' approach and inclusive practice.
- Children leave with the skills and knowledge that enable them to: succeed; regulate their emotions; have confidence in themselves; love learning; and manage routines, social interactions and cognitive tasks.
- Everyone within the team feels valued and supported to deliver quality early years care and education.
- Provide early years education for the local and wider community, including all children and families regardless of their race, colour, creed or ability.
- Have a daily routine and curriculum that supports children in achieving the recommended 180 minutes (3 hours) of physical activity a day.
- Continue to reflect and develop our Early Years Provision, by following our QUEST Development Plans and reflection as a whole team.



Our Values













- At Green Shoots every child is given an equal chance to learn and develop, to feel safe, secure and like they belong.
- Parents and carers are a child's first and most important educators. Our key person approach supports relationships between home and pre-school, giving each child a unique and tailored experience that nurtures their personal, social and emotional development. We strive to promote partnership with parents in all aspects of the pre-school's provision, from 'parent post-it's' to 'parent involvement' when reviewing and updating policies.
- EVERYTHING IS A LEARNING EXPERIENCE. Green Shoots embeds child-led learning, physical activity, healthy living, storytelling, singing, makaton, letters and sounds, science and many more themes into its daily pre-school provision.
- Green Shoots' employees are valued and supported to deliver quality childcare through regular effective supervision and appraisals. Individuals are encouraged to bring their skills and personalities into the role and to continue their professional development.
- Green Shoots fully implements the Early Years Foundation Stage framework and Statutory Guidance to ensure that a child's right to be included is at the heart of our practice.
- Working with the local community enriches children's experiences and relationships. Green Shoots strives to support and build partnerships across the local area and with other Early Years settings.

Our Curriculum

Our curriculum is led by the children's needs and interest. We set topics such as 'People who help us' and 'All about me' where staff can enhance the curriculum and extend children's interest with their own ideas and knowledge. Our curriculum is based on the developmentally appropriate milestones, as outlined in the Early Years Foundation Stage/Development Matters/Birth to Five Matters. We use observation, 3i's (Intent/Implementation/Impact), reflection, professional knowledge and our understanding of the children to create and extend learning opportunities. Our preschool learning environment and methods are influenced by: families, positive relationships, inclusive practice, having a can do attitude, partnership with parents, children's characteristics of effective learning and 'a love of learning'.



Staff Structure, Responsibilities and Qualifications

	Judy Scott - Manager, Registered Person for Ofsted, Special Educational Needs and Disability (SENCO), Early Years Provision and Planning, Child Development and Assessment, Behaviour Support, BA Hons in Early Childhood Studies
	Lysha Goode - Assistant Manager, Line Manager and CPD lead, Designated Person Child Protection DPCP, Transition and Child Welfare, City & Guilds NVQ in Childcare and Education, Management Diploma
	Megan Pitman - Pre School Practitioner, Deputy When in Charge, Butterfly Lead Practitioner, Health and Safety including Medicines, Fire Officer, BA Hons in Early Years
	Katie Lodge – Pre-school Practitioner, 2 nd Deputy when in charge, Caterpillar Lead Practitioner, Early Years Educator Diploma
	Kelly Stone - Pre-school Administrator, Management Team Administrator
	Darren Robbins - Pre School Practitioner, Appointed person for First Aid, NVQ in Childcare
	Chloe Norris – Pre School Practitioner – Early Years Educator Diploma
	Ruth Vazquez Martinez – Pre School Assistant, Mother Tongue Spanish, Social Care qualification
	Jen Zaigralin - Pre School Cook, Menu Planning, Food Hygiene and Safety
	Bethany Perry- Preschool Apprentice
	Beth Constable-Raiss – Pre-school assistant
	Steph Hobbs – Bank Staff - Pre School Practitioner – Early Years Educator Diploma



A safe and happy place for your little shoots to grow

Green Shoots offers all children a safe and happy place to learn and grow. We know that children can thrive and go the extra mile in their development when home from home links are made through partnership with parents and carers, and when children are supported, valued and welcomed, by a friendly, highly qualified and personal staff team. To ensure this the following is in place:

- Our Key Person system offers each child a personal and tailored experience. One of the roles of the key person is to really get to know each child and their family. At Green Shoots key persons are involved from the beginning to support children in their transition to our setting. If needed, home visits can be arranged so that the child has the opportunity to meet the key person in their own environment.
- We aim to build a partnership between home and pre-school through our settling in process, our daily interaction and sharing information, and our 'All About Me' reviews in November, March and June coinciding with the school terms. Parents and carers are welcome to ask to arrange some time to talk at any time throughout the terms.
- Another role of the key person is that they must consider the individual needs, interests, and stage of development of each child in their care and to use this information to plan a challenging and enjoyable experience for each child in all areas of learning and development. Our adult to child ratios support this process, staff and key persons have the time and support to focus on individuals and to plan and extend the provision on offer to them.
- Our ratios follow one adult to every four 2-3 year olds and one adult to every eight 3-5 year olds.
- Green Shoots will keep relevant files and information about each child in a secure cabinet on the premises, this will include things like; admission forms, accident and incident forms, copies of birth certificates, 'All About Me' review notes, and a record of any support from external agencies. These files are always available for parents and carers to see. We will keep these files for two years after your child has left the setting.
- Green Shoots asks that consent forms are completed during admissions, e.g. photographs/ outings/observations, and also where relevant during the school terms, e.g. medical/day trips.

"Children form exceptionally close bonds with the staff and feel extremely safe in their care. Children are extremely confident and demonstrate exceptionally positive behaviour and respect for one another." Ofsted May 2018

"The manager and staff know each child very well. They plan a wide range of learning experiences and activities, which successfully challenges children and ignites their interests effectively." Ofsted May 2018



Session Times and Fees

Opening hours: **Monday, Tuesday, Wednesday and Friday from 9.00am to 3.30pm, term time only.** We will be closed on bank holidays and parents will not be charged for these days.

Securing a place: We require a **£50 admission fee** to be paid in advance, securing a child's place ready for the term that you have requested.

Our **session start times** are 9am and 9.30am each day.

Our **session collection times** are 2.30pm, 3pm and 3.30pm each day.

We ask for parents to **confirm fixed daily sessions** for the Autumn, Spring and Summer terms prior to the term starting and request 4 weeks notice to reduce/change the number of sessions attended or to terminate their child's place.

Early Years Entitlement (EYE) Funded Hours:

You can use all 15 hours of universal funding or less. You can use 26hrs (full time at Green Shoots) of your 30hrs Early Years Extended Entitlement funding if applicable. Please note, children become eligible for the 3yrs EYE funding in the term after their third birthday, BANES terms start on 1st September, 1st January and the 1st April. Please note an enhanced payment applies to the 3yr Funding.

From September 2023, our fees are **£7.50 per hour** (reviewed annually). Please note that child absences will be charged at the full rate. 4 weeks notice is required to receive a 10% reduction on fees for pre-booked holidays with no charge for meals. Eldest siblings are entitled to 15% discount on their invoice.

Our pre-school meals cost **£6.00 per day** including 2 snacks and a 2 course lunch. We have a chef on-site who cooks from scratch and we aim to use local produce and offer a healthy balanced menu each week. When planning our meals we will take into account any dietary requirements.

We ask that all children eat our home cooked food.

An enhanced payment of **£6.50 per session** will be added to invoices for all children who are in receipt of the 3yrs Early Years Entitlement Funded 15/30 hours. The enhanced payment covers the extras your child will receive above and beyond the basic early years entitlement funding. The enhanced payment will be clearly listed on each invoice. Please see below for more information.

All fees are invoiced in advance for the term ahead (terms 1, 2, 3, 4, 5, and 6) and we kindly ask that they are paid in full by the date listed on the invoice (mid term), unless you have an arrangement to pay weekly. A reminder will be issued for non-payment of fees and, if after a week, these are still not paid, an administration fee of £10 per week will be incurred until paid.

Late Collections - There will be a charge of £7.50 if parents are late for collection times (unless organised in advance). If this became a regular occurrence, Green Shoots will request a meeting to discuss the child's hours.

Green Shoots:

- Offers **flexible** start and collection times, including **funded hours**, and is accommodating when sharing funded hours with other settings
- Provides **high ratios** of adults to children and is fully **inclusive** to the needs of **all children** and their families
- Provides a wide range of **healthy, home-made** lunches and snacks that are shared together as a family, providing a **safe and emotionally secure** place to try new foods and develop **healthy lifestyles**
- Is a family team of 10 skilled members, of which, 6 practitioners are **fully qualified** in Early Years Childcare and Development and have 7+ years experience working with children
- **Offers a home from home setting where the team “supports children incredibly well to develop exceptionally high levels of independence and develop excellent social skills.” Ofsted May 2018**

Early Years Entitlement 15/30hrs Funded Childcare

Please use the links to find information about help and support available to you with childcare costs.

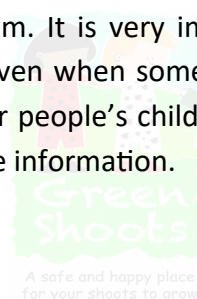
<https://www.childcarechoices.gov.uk>

The Early Years Entitlement funded hours, from Bath and North East Somerset Council, are paid at a rate of £4.50 per hour for every 3-4yr old. This has only risen £0.50 since September 2013 and unfortunately does not cover the cost of providing high quality child care, especially with additional expenses to consider such as increasing minimum wages, mandatory pensions, insurances, and compulsory training such as Paediatric First Aid. Our fees are based on the extras that your child will receive above and beyond the basic early years entitlement funding, for example: the qualifications and experience of the staff team, regular staff training, our high ratios of adults to children, outings, educational events/visits, baking sessions, insurances, craft resources, sand, gloves for personal care, paper towels, wet wipes, replacing broken items, paper, ink and other essential resources.

The enhanced payment can be removed from an invoice, if requested, by families who are eligible for Early Years Pupil Premium: <http://www.bathnes.gov.uk/services/children-young-people-and-families/childcare-information-and-support-your-family/early> If you feel you cannot contribute towards the enhanced payment then please contact directly to discuss further options.

Late collections

We have a signing in and signing out system. It is very important that children are dropped off and collected on time. Our ratios are affected even when someone is ten minutes late or early. To ensure the consistent child care for yours and other people's children, please adhere to these regulations and refer to our policies and procedures for more information.



Our Daily Routine

During our pre-school sessions, currently the hall is split into two main areas (Caterpillars 2-3yrs and Butterflies 3-5yrs). In the morning all the children access free play and then join a morning check-in. From here, we make best use of the garden and main hall, they take part in planned activities, share snack, and enjoy free play with their friends. We often visit our local care home during the morning and we regularly take trips outdoors to the local parks or shops. At 12pm everyone joins together for a tasty freshly made cooked lunch, the adults sit and eat with the children and we share good table manners and try new things together. Green Shoots considers each child's needs, interests and stage of development in planning for its early year's provision. We believe that there are many benefits for children who spend time with others of different ages. It supports their personal, social and emotional development; giving them opportunities to act as positive role models, to increase their knowledge and understanding of social situations, to strive to learn new things and develop current skills, and to be in a 'family' at pre-school with positive relationships and sense of security.

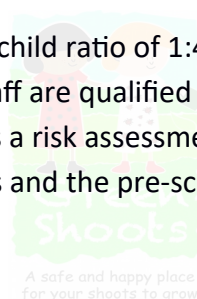
There will be times where staff work together to plan small age appropriate focus groups. Our cohort assessment system and Wellcomm screening will highlight any areas for focused groups, such as 'Sunshine Circles', 'letters and sounds', 'speech and language', 'physical skills' and 'personal, social and emotional development'. Parents and carers are included in the assessment system and are informed before a child joins a focus group.

We have our lovely Chef and kitchen facilities which enables us to offer healthy, balanced, freshly cooked hot meals at lunch time. We aim to involve the children in the preparation for meal and snack times where possible. It is important for staff and volunteers to sit and eat with the children at lunch times, to support healthy eating, role model trying new things and supporting children in caring for their own health and hygiene at these times. We believe that children benefit from sharing a cooked meal with their peers and adults, just as they would do at home with you, and therefore we encourage this at pre-school.

Our free play system aims to give children the opportunity to go back to their play and interest after meal times and other activities. We believe that this empowers children to develop their own learning, interests and skills. Free play also gives children freedom of choice, responsibility for looking after resources, and increases the amount of time they spend being physically active. Practitioners take on the role of 'enhancers' to the children's play, engaging and adding resources, talking with and scaffolding language, and challenging the children within their play.

Green Shoots aims to balance child initiated and adult led activities. Each key person will have regular slots to plan and lead activities that link with their key children's needs and interests. We aim to have whole setting outings to play areas and large fields in the Autumn, Spring and Summer terms.

During outings we will adhere to an adult to child ratio of 1:4 (caterpillars) and 1:6 (butterflies) and always have a minimum of two adults. All staff are qualified in paediatric first aid and every time children are taken on local walks and outings a risk assessment will take place. Staff will carry a first aid kit, a register with emergency contact details and the pre-school mobile.



A typical day at Green Shoots

9.00am	Free play and check-in
9.45am	Tidy up and circle time/small group yoga/sunshine circles
10.00am	Snack
10.30am	Butterfly activities/ Caterpillar outdoor play
11.15am	Caterpillar activities/ Butterfly outdoor play
11.55am	Toilets and hand washing and lunch set up
12.00pm	Lunch
12.40pm	Small group activities - carpet/story time/quiet reading/letters and sounds
1.00pm	Free play
1.45pm	Key person activities/free play
2.15pm	Outdoor/physical play for everyone
2.45pm	Snack inside or outside
3.00pm	Free play/carpet time/letters and sounds/singing/story time
3.30pm	End of the Day

Information for Parents

Information and/or updates to parents will be displayed on our notice board by the main door. We will also share information through regular emails and telegram. Green Shoots has a complaints policy and procedure, we aim work in partnership with parents and carers any complaints will be dealt with professionally. Green Shoots staff team work continuously to add, adapt and reflect on the planning for children on a weekly basis and give parents regular feedback and information about what we have been doing each week. Judy Scott has overall responsibility for the Early Years provision.



Staff Management and Training Plan

Judy Scott is the Special Educational Needs and Disability Coordinator (SENCO), Lysha Goode is the Designated Practitioner for Child Protection (DPCP) and is the Health, Safety and Fire officer. Judy Scott has overarching responsibility as manager for all aspects of our early years provision. All staff will attend compulsory development training offered by BANES for these roles as well as any relevant training that supports improving quality for Green Shoots' Early Years provision. The SENCO is responsible for the day to day management of special educational needs in the setting. The SENCO has practical and professional experience of supporting children with special educational needs, of working closely with parents and other professionals with a holistic approach, and providing support and advice for practitioners in the setting.

It is the Designated Practitioner for Child Protection (DPCP) responsibility to ensure that all safeguarding measures are in place and reviewed regularly. The DPCP is responsible for ensuring that children are respected, their views are heard, they have stable relationships with professionals built on trust and they are provided with consistent support based on their individual needs. Other lead roles will be shared within the staff team and displayed on a notice board.

Staff will be supported in their professional development through regular and effective supervision each term, annual reflection and feedback meetings with line manager, and regular staff meetings. Each staff member has their own training plan relevant to their role. It is our aim for all staff members to have paediatric first aid and an in house introduction to child protection training (leading on to foundation level within their first year of employment). Green Shoots upholds that Continuing Professional Development (CPD) for its staff team is essential for providing consistent high quality provision. Confidence and enthusiasm can enable staff to develop innovative practice which impacts positively on the setting and its services. Staff may also be more encouraged to think more strategically and understand their role in the improvement of services and provision.



Volunteers, Students, Parent Helpers and Visitors

Green Shoots welcomes volunteers, students, parent helpers and visitors into its setting. To ensure children are safeguarded and that all members are treated fairly, the following is in place:

- Safer recruitment procedures are in place for volunteers and students, including informal interviews and character references. Parent helpers and visitors are informed of our safeguarding practices and procedures and supported to adhere to them during their visit.
- All volunteers and students must undergo checks from the Disclosure and Barring Service (DBS).
- All individuals must be supervised by the staff team and will not be expected to take children to the toilet, or at any point be on their own with children.
- A written record of all expected volunteers, students and parent helpers, including times and days.
- A daily register for staff, volunteers, students and parent helpers showing the date and arrival and departure times.
- A children's daily register that staff sign on arrival and departure.
- On outings all children will be initialled in and out by the responsible staff member.
- A visitor's book showing the purpose of the visit/meeting, arrival and departure times and their job title and/or company.
- Our main doors are closed during the pre-school day.
- All volunteers, students and parent helpers must wear appropriately labelled badges on site or their professional name badge.



Policies and Procedures

Our policies cover the visions and values of our setting and show how we deliver our childcare and early years education. Our policies inform our procedures and make sure that we adopt a standard of practice in our setting that minimises risk to the children in our care. We stick to the principle of providing the safest possible environment for children, with an element of risk. Our procedures clearly state the course of action to be taken in a given situation. Green Shoots will review its policies and procedures annually to ensure that our practice is consistent and appropriate to the needs of the children, parents and staff within our setting. There will be opportunities for the staff team, parents, carers and children to contribute to the review of the policies and procedures. They are working documents.

Policy Contents

1.a. Epidemic and Pandemic Policy 2020

1. Child Protection and Safeguarding Procedures
2. Equality of Opportunity
3. Special Educational Needs and Disability
4. Risk Assessment
5. Whistle Blowing
6. Health, Safety and Sickness
7. Staff Employment
8. Positive Behaviour Management
9. Medication
10. Complaints and Concerns
11. Lost/Missing/Uncollected Child
12. Emergency Evacuation and Lock down
13. Active Play
14. Safer Recruitment
15. Escalation
16. E-Safety
17. Code of Conduct
18. Privacy Notice
19. Food and Drink
20. Well-Being and Mental Health
21. Curriculum and Pedagogy
22. Intruder

