

Hope for Children and their Families Ltd

Early Years Prospectus



Registered Charity No: 1077336 | Registered Company No: 03791772
Pre-school Learning Alliance No: 55273 | Ofsted No: EY333183

Welcome

Dear Parent/Carer,

Welcome to HOPE Early Years.

We are part of HOPE for Children and their Families Ltd, a local charity with a long history of providing holistic early help and support to children and their families. We pride ourselves on providing a stimulating and challenging environment with an exciting range of educational and personal development opportunities for children from the age of three months to four years.

Our overall aim at HOPE Early Years is to enable children to become resilient, independent and confident learners, giving them a foundation from which to successfully develop their learning and take their next steps. We believe that young children are more likely to achieve their full potential if they are given a rich and stimulating curriculum that offers opportunities to explore and experiment.

Our curriculum is based on a balance of child-initiated and adult-led activities; we take great care to discover the children's interests, thoughts and feelings which we embed weekly into our planning and 'Next Steps'. We aspire to support children to achieve their full potential through carefully tailored care and experiences that help to nurture learning, exploration and critical thinking. Our highly skilled managers, leaders and practitioners form the foundation of exceptional early education and outcomes for every child that attends our nursery and preschool.

Our philosophy at HOPE Early Years, in line with current Early Years Foundation Stage guidance, is to focus on positive relationships and attachments. We recognise that children are more likely to explore and experiment if they feel safe and secure.

We are regularly inspected by Ofsted and currently hold an 'Outstanding' rating.

If you would like to arrange to visit us to see the setting and ask any questions you may have, please call 01885 488495.

Yours sincerely

HOPE Early Years Management

Our Rooms

HOPE Early Years operates across three rooms to cater for various age groups with appropriate routines. We have:

Ladybird Room for children aged 0-2 years

This is a typical day in the Ladybird Room; spontaneous opportunities that arise throughout the day may mean routines are adapted.

9:00am	Children arrive and settle in with free play
9:45am	Bounce and Rhyme
10:00am	Snack time
10:30am	Free play, inside and outside Child and adult-led activities Nappy changing
12:00noon	Lunch time
12:30pm	Free play indoors Focused activities indoors or outdoors
3:00pm	Snack time
3:30pm	Free-flow play Nappy changing
4:00pm	Home time
4:00pm onwards	Children staying for the after school session will move to the Caterpillar Room



Caterpillar Room for children aged 2-3 years

This is a typical day in the Caterpillar Room; spontaneous opportunities that arise throughout the day may mean routines are adapted.

9:00am	Welcome children and settle in
9:45am	Tidy up time Circle Time and Communication Group Wash hands
10:00am	Snack time
10:15am	Free-flow play, inside and outside Focused activities, inside and outside Child and adult-led activities
11:15am	Nappy changing
11:45am	Tidy up time Story time Hand washing
12:00noon	Lunch time
12:45pm	Indoor and outdoor play
1:00pm	Say goodbye to children who attend morning only and welcome those who attend afternoon only
2:00pm	Nappy changing
2:45pm	Tidy up and Circle time
3:00pm	Snack time
3:15pm	Outdoor play or Soft Play
4:00pm	Home time
4:00pm onwards	Children staying for the after school session will stay in the Caterpillar Room

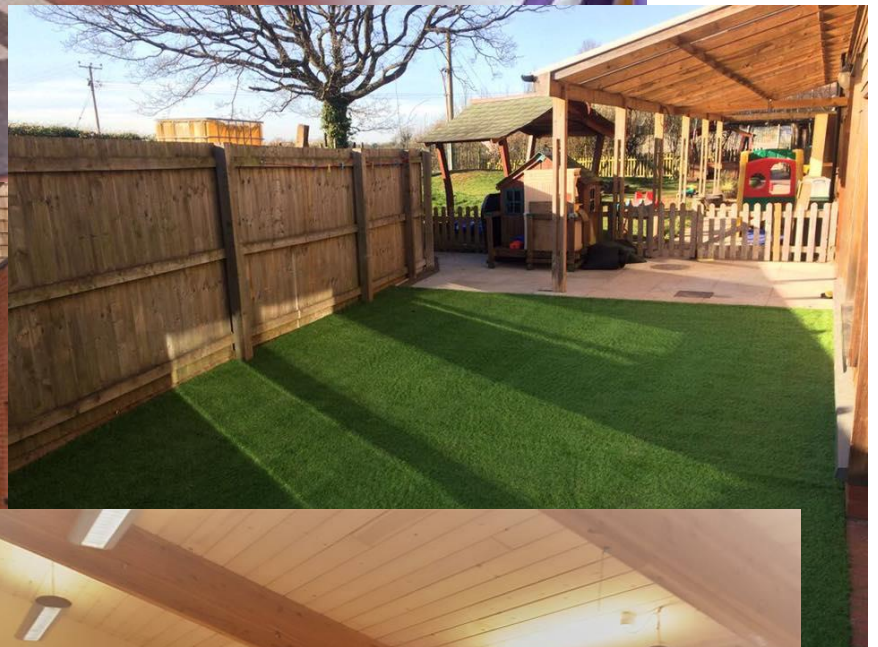


Pre-School Room for children aged 3-4 years

This is a typical day in the Pre-School Room; spontaneous opportunities that arise throughout the day may mean routines are adapted.

9:00am	Arrival time – names on pegs Self-registration Free play inside and out Child and adult-led activities
10:00am	Tidy up time
10:15am	Welcome – registration Circle time Weather board Focused activity around number letter or sound of the week Choose helper of the day
10:30am	Snack time
10:45am	Outdoor play – fresh air and exercise
11:30am	Story and song time (with Maggie on Thursdays) Discussion time
11:50am	Toileting and hand washing
12:00noon	Lunch time
12:30pm	Book time on the mat with the lunch-time story box
12:45pm	Free play Child and adult-led activities
3:00pm	Tidy up time
3:15pm	Snack time
3:30pm	Circle time
3:50pm	Ready for home with coats and bags
4:00pm	Home and goodbyes Children staying for the after school session will move to the Caterpillar Room





Communication between Parents/Carers and Early Years

Please use our 'All about Me' Form to provide details of your child's current routine and interests. Staff will endeavour to implement a familiar routine as much as possible while children are in our setting.

Every child is allocated a key worker during the first couple of weeks at HOPE Early Years. The key worker is the main point of contact for parents/carers to discuss matters on a daily basis. Additionally please see below:

Online Learning Journals

Throughout the Early Years department, we use an online learning journal system called **Tapestry**. Staff, mainly the key workers, regularly upload observations and assessments, showing a child's most recent learning and development. These will be in the form of photographs and videos with a supporting written statement.

Shortly after a child's first few sessions, parents/carers will have access to their child's progress via Tapestry, using their email address and a password provided by Early Years Management. Parent/carers may also upload photos and videos of their child's achievements and learning experiences at home, creating a record of their child's progress and development.

Reports, such as two-year reports and End-of-Term reports are uploaded to Tapestry and may be shared with a child's Health Visitor and Reception teacher with parental consent.

When a child leaves HOPE Early Years, their parent/carer will be emailed a .pdf version of their child's Learning Journal to keep as a reminder of their time here, their growth and development.

Website

The HOPE Centre website is updated on a regular basis with information about HOPE's departments, events and activities. Please visit www.hopefamilycentre.org for more information.

Parents' Evenings

Parents' evenings are held once a year where parents/carers can discuss their child's learning and development with the key worker. There is also an opportunity to discuss Tapestry and children's next steps.

Ladybirds

Daily diaries give parents/carers an insight into how their child's day has gone. They provide details of meals, sleeps, nappy changes and activities that each child has enjoyed throughout the day. There is also a space for parents/carers to share information with staff.

Caterpillars

Daily diaries are used as for Ladybirds. Two-year reports are completed by the time a child is 2 years 4 months. Parents/carers will be offered a meeting with their child's key worker to discuss the report; a copy will be sent to a child's Health Visitor with parental consent.

Pre-school

Home Communication books are used for sharing information. An additional Parents' Evening takes place towards the end of the Summer Term for school leavers. This allows key workers to share a child's progress and end of term reports in time for the start of school in September. These reports will be sent to the child's new school, providing Reception staff with an initial insight into a child's learning, development and interests, aiding transition.

Medication and Illness

Medication

Our policy at HOPE Early Years is that we do not administer any fever reducing or paracetamol-based medicines, e.g. Calpol, Nurofen, etc. unless prescribed by a doctor.¹

We will administer teething gel, such as Bonjela or herbal granules. These need to be supplied by the parent/carer and clearly labelled for the individual child.¹

Prescribed medication, including asthma treatment, must be clearly labelled with the prescription sticker. Staff will provide parents/carers with a Prescribed Medicine Consent Form to record administering instructions.¹

In cases where antibiotics are required, we ask that children do not return to HOPE Early Years until 24 hours after the course of antibiotics has started and the child is well.¹

Illness

If your child has a temperature (38°C or over), we ask that you do not bring them in for their sessions until they are well again.²

If the Early Years Manager or staff deem a child unwell while at HOPE Early Years, parents/carers will be contacted and asked to collect their child as soon as possible.²

Exclusion Periods:

Children with the following illnesses will not be permitted to attend HOPE Early Years for the periods stated.³

Diarrhoea and vomiting	48 hours from the last bout of diarrhoea/vomiting
Chicken pox	A minimum of 5 days from the onset of the rash, as long as the child feels well, is without a temperature and all spots are dry/scabbed over.
Coughs and Colds	The child must feel well and not have a temperature.

First Aid

In the event of an accident/incident while at HOPE, children will receive treatment from a trained First Aider. Details of the accident/incident will be recorded on a HOPE Accident/incident Form and staff will ask parents to sign this on collection to indicate that they have been notified of the details. In some cases, staff will recommend parents seek advice from their child's GP in accordance with our Policy and Procedure. However, if a child needs emergency attention, HOPE Early Years staff will call for an ambulance and attempt to contact parents.⁴

Please see also our section on Parental Consent.

¹ HOPE Early Years Administering Medicine Policy

² HOPE Early Years Sick Child Policy

³ HOPE Early Years Infection Control and Prevention Policy

⁴ HOPE Accident and First Aid Policy and Procedure

Parental Consent

First Aid and Emergency Treatment

If, for any reason, parents/carers would prefer staff not to implement HOPE's Accident and First Aid Policy and Procedure for their child, HOPE Early Years Management will require them to provide an alternative emergency procedure. Parents/carers should arrange to discuss their preferences with HOPE Early Years Management who will write up the plan and place it on the child's file, ensuring that staff are aware of the procedure.

Photographs and Videos

As detailed on our Communication page (5) staff will photograph and video children to upload to their Tapestry page as a record of their learning and development experiences. These photos and videos will remain 'in-house', with photos also being used to identify coat pegs, water bottles and birthday charts.

Occasionally photos may be taken for use on our website, in social media or for press coverage; however parental consent will be sought on every occasion. In addition, HOPE Early Years Registration Form asks parents/carers for their preferences around the use of photos and videos and their wishes will be respected at all times.⁵

Observations

HOPE Early Years plans activities based on a child's individual interests and needs. Staff observe the children to determine these interests and needs, and to plan appropriate experiences for the children to enhance their skills, learning and development. This is an essential part of daily practice in any setting, regardless of the age of the child.

Looking, listening and recording is important because it helps staff to 'get to know' the children and develop positive relationships with both them and their parents/carers. Observation also provides the opportunity to photograph, video and complete the written accounts of a child's experiences for their Learning Journals, linking their activities to the Early Years Foundation Stage (EYFS) standards.

Learning Journals are shared only with children, their parents/carers and staff of HOPE Early Years. However, staff who are training to a higher level or students on work placements may need to carry out extended projects requiring access to these journals. In addition, they may need to show an assessor the work they have carried out on the journals. Written consent from parents/carers will always be requested for any children involved in such projects.

Outings

From time to time HOPE Early Years take children on outings in the local area, including visits to the park, shops, library or other places of interest. This forms an essential part of a child's learning and development, in particular supporting their knowledge and understanding of the world. Parents/carers will be asked to sign a consent form before each outing.⁶

Privacy

As of 25th May 2018, HOPE Early Years complies with the Data Protection Act 2018 and with GDPR legislation.

⁵ HOPE Early Years E-Safety Policy

⁶ HOPE Early Years Outings Policy

Fees and Invoicing

A separate page, showing our current fees is included in this pack.

Charges are made according to the child's age and sessions booked. Owing to staffing requirements, we are unable to modify the session times shown; this is to ensure we have the correct ratio of children to staff in order to keep all children safe.

Invoicing

Invoices are produced one month in advance, as near as possible to the first of the month. Invoices will show sessions payable up to and including the last Friday of the invoiced month. Any days beyond the last Friday will be added to the following month's invoice. Invoices are payable in full within 14 days of receipt. Payments may be made by cash, cheque, bank transfer or vouchers. Please see Early Years Management for more information regarding payment methods.

Absence

For any short-term absence for illness such as diarrhoea and vomiting, coughs and colds and any un-notified absence, you will be invoiced in full.

For long-term absence (two or more weeks) due to illness, injury or other circumstances, a reduction in fees may be applied at the manager's discretion.

Late collection

We understand that there may be occasions when parents/carers are delayed, resulting in late collection. If parents/carers are going to collect late, HOPE Early Years must be notified by telephone as soon as possible. It is essential that parents/carers ensure HOPE Early Years have correct contact details at all times. Any child still in the care of HOPE Early Years after the end of their booked session will be subject to a late collection charge for every 15 minutes, which will be added to their monthly invoice.⁷

Changing or cancelling sessions

We ask for 30 days' notice for temporary and permanent changes. We will endeavour to accommodate increases in hours sooner if possible. The same notice period is required to end a child's place at HOPE Early Years. Any changes will be shown as adjustments in the following month's invoice. Any temporary additional days will be booked at the manager's discretion.

Holidays

Holiday Booking Forms may be found in the Parent Participation display areas in both buildings. Thirty days' notice is required for all holiday bookings to ensure parents/carers are not invoiced for holiday periods. If thirty days' notice is not received, parents/carers will be charged in full. If parents/carers book a holiday and subsequently change it, we ask that they notify HOPE Early Years by using the Holiday Booking Forms.

⁷ HOPE Early Years Parent Carer Failing to Collect Child Policy

Funded Places

Various funding is available, depending on the age of the child and, in some cases, parental eligibility. **For all types of funding HOPE Early Years will require proof of a child's date of birth in the form of a passport or birth certificate.**

Two-year old nursery education funding (NEF)

We can offer two-year-old funded places for children who meet specific eligibility criteria. This funding is available term-time only. Please note that 'all-year-round' places will require payment during the Holiday Club periods. Please see Early Years Management for more information. Alternatively, please visit the Herefordshire Council website to apply online https://www.herefordshire.gov.uk/info/200207/family_support/452/childcare/1

Three and four year old nursery education funding (NEF)

15 hours

All 3-year-olds are eligible for government funding (NEF) from the term following their third birthday. This funding is available term-time only. Please note that 'all-year-round' places will require payment during the Holiday Club periods. Please see Early Years Management for more information. Alternatively, please visit the Herefordshire Council website to apply online https://www.herefordshire.gov.uk/info/200207/family_support/452/childcare/1

The table below shows the options for 15-hour funded places (subject to availability):

Option 1	5 x 3-hour sessions	1pm - 4pm Monday to Friday
Option 2	3 x 5-hour sessions	8am - 1pm
Option 3	2 x 4-hour sessions + 1 x 7-hour session	2 x 9am - 1pm + 9am - 4pm
Option 4	1 x 7-hour session + 1 x 8-hour session	9am - 4pm + 8am - 4pm

30 hours

Three and four-year-old children of eligible working parents can claim 30 hours NEF from the term following their third birthday. This can be used as thirty hours per week term-time only. Parents can find out if they are eligible via the Herefordshire Council website https://www.herefordshire.gov.uk/info/200207/family_support/452/childcare/1

Upon successful application, please provide Early Years Management with your 11-digit DERN code, your National Insurance Number, proof of your child's date of birth and your preferred sessions.

Additional Sessions and Shutdowns

Breakfast sessions 8am-9am

Our breakfast session takes place in the Caterpillar room for children aged 2-4 years; younger children will be cared for in the Ladybird Room. If required breakfast can be provided at additional cost (please see [next page](#)); alternatively, parents/carers can provide breakfast from home.

For the duration of the session free play activities are provided, based on the interests of the children attending.

After school sessions 4pm-5:30pm

All children come together in the Caterpillar Room for free-play and activities, including story time, songs, outdoor play and Soft Play in Oscar's Café.

A light tea is served at 5pm at additional cost (please see [next page](#)); alternatively parents/carers can provide a light tea from home.

Soft Play

Our dedicated Soft Play area is equipped with a ball pit and a wide variety of indoor play equipment made from soft materials, alongside small pedal vehicles and a playhouse. The EYFS Framework encourages Soft Play as it helps develop physical skills, emotional and social skills and imaginative play; it supports playing while exercising. Soft Play enables children to explore their environment and their physical abilities in safe and comfortable surroundings, building confidence and strength. It can be used in any weather to supplement outdoor play.

Holiday Club

During school half terms, Easter holidays, summer holidays and part of the Christmas period we offer a Holiday Club. Children who are registered for 'all year round' sessions will automatically be allocated their usual sessions during our Holiday Club; places can be requested for children who are registered 'term-time only' and will be allocated on a 'first-come-first-served' basis. Places for 'term-time only' children cannot be guaranteed.

Shutdown weeks

HOPE Early Years has an annual shutdown week in August.

Details of term dates may be found in the Parent Participation display areas in both buildings and on our website. Shutdown weeks will be published on Facebook.

HOPE Early Years Volunteers

All HOPE Early Years volunteers undergo DBS checks and sign confidentiality agreements before working with the children in Early Years. Their assistance is invaluable in providing a variety of experiences for the children and support for the staff. At present, our volunteers are Maggie McGladdery, Story Teller in Pre-school, Lindy Howlett, General Assistant in Pre-school and Cathy Hammond, General Assistant Caterpillar Room.

Fees for HOPE Early Years

September 2018

	Charges	
Session	0-3 years	3 years +
Breakfast Club 8am-9am*	£4.90	£4.54
9:00am - 1:00pm	£19.60	£18.16
1:00pm - 4:00pm	£14.70	£13.62
4:00pm - 5:30pm*	£7.35	£6.81
8:00am – 5:30pm	£46.55	£43.13
*Please note these sessions cannot be booked as 'stand-alone' sessions		

Optional Extras	All age groups
Breakfast	£1.00
Hot lunch and a dessert	£2.20
Light tea (served at 5pm)	£1.20

Second sibling discount available
Please see HOPE Early Years Management for more information

Late Collection Charge	All age groups
5-15 minutes	£5
For each subsequent 15 minutes or part thereof	£5

HOPE Early Years Staff and Qualifications

Name	Position	Qualifications
Becky Cox	Early Years Manager (maternity leave)	CACHE Level 3 Diploma for the Children and Young People's Workforce Early Years Teacher status Psychology BSc Hons
Rachel Cross	Early Years Manager (maternity cover)	Diploma in Pre-School Practice NVQ Level 3 Childcare & Education Level 3 Diploma City & Guilds, Babies & Young Children Foundation Course Signalong Phase 1 & 2 SENCO (Special Educational Needs Coordinator) Training HND Art and Design
Charlotte Hodges	Early Years Deputy Manager	CACHE Level 3 Diploma in Childcare and Education Foundation degree in Early Years
Carly Roper	Room Leader Pre-school	Foundation degree in Early Years (Senior Practitioner status) NVQ 2 Teaching Assistant
Lauren Tape	Room Leader Caterpillar Room	CACHE Level 3 Diploma in Child Care & Education
Kerry Wright	Early Years Practitioner (EYP) Caterpillar Room	CACHE Level 3 Diploma for the Children and Young People's Workforce
Sharon Perry	EYP Pre-school	NVQ Level 3 in Early Years Care & Education Signalong Phase 1 & 2
Nicky Hardy	EYP Pre-school	CACHE Level 3 Diploma for the Children and Young People's Workforce
Sally Price	EYP Pre-school	Working towards NVQ Level 3 Childcare
Natasha Stewart	EYP Caterpillar Room	NVQ Level 3 in Childcare
Jo Hyde	EYP Caterpillar Room	Working towards NVQ Level 3 Childcare Btec Level 2 first diploma in Children's Care Learning & Development
Amy Harding	EYP Ladybird Room	NVQ Level 3 in Children's Care Learning & Development
Emily Neville	EYP Ladybird Room	CACHE Level 3 Diploma in Childcare and Education
Zoe Cawley	Room Leader Ladybird Room	Btec Level 3 National Diploma in Early Years

HOPE Early Years Term Dates

Autumn 2018

	Starts	Ends
Term	Tuesday 4 th September	Friday 21 st December
Half Term	Monday 29 th October	Friday 2 nd November
Holiday Club Half Term	Monday 29 th October	Friday 2 nd November
Holiday Club New Year	Wednesday 2 nd January 2019	Friday 4 th January 2019

Spring 2019

	Starts	Ends
Term	Wednesday 9 th January	Friday 12 th April
Half Term	Monday 18 th February	Friday 22 nd February
Holiday Club Half Term	Monday 18 th February	Friday 22 nd February
Holiday Club Easter	Monday 15 th April	Friday 26 th April
Please note – Holiday Club will not run on Friday 19th April (Good Friday) or Monday 22nd April (Easter Monday)		

Summer 2019

	Starts	Ends
Term	Monday 29 th April	Thursday 18 th July
Please note – HOPE Early Years will be closed on Bank Holiday Monday 6th May		
Half Term	Monday 27 th May	Friday 31 st May
Holiday Club Half Term	Tuesday 28 th May	Friday 31 st May
Holiday Club Summer	Friday 19 th July	Friday 23 rd August
HOPE Early Years closes for one week each Summer. In 2109 we are closed from Monday 26th August		

HOPE Early Years Lunch Menu

Lunch menus are changed every month and aim to provide children with a varied, balanced and nutritious midday meal.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Spaghetti Bolognese & Pasta Shapes Fruit Salad & Yoghurt	Roast Chicken Dinner Strawberries Shortbread Biscuits	Chicken Curry & Rice Apple Crumble & Cream	Tomato / Vegetable Pasta Bake Apple & Raspberry Muffins	Sausages, Mash, Peas / Beans Fruit & Mousse
Week 2	Chicken Curry & Rice Fruity Flapjacks	Lasagne, Tomato, Cucumber Sticks, Garlic Bread Jam Sponge	Roast Beef in Gravy, Yorkshire Pudding & Mash Apple Tarts	Chicken Nuggets, Sweetcorn, Peas, Mash Carrot Cake	Cottage Pie, Mixed Vegetables Fruit Salad & Yoghurt
Week 3	Cheese & Potato Pie Shortbread Biscuits	Spaghetti Bolognese with Pasta Shapes Chocolate Sponge & choc sauce	Sausage, Mash, Mixed Vegetables & gravy Bread Pudding	Roast Pork in Gravy, Roast Potato, Vegetables Brownies	Fish Fingers, Mash & Beans Fruit & Mousse
Week 4	Sweet Potato Wedges, Mini Muffins, Beans Banana Custard	Cheese, Ham, Mixed Veg Pasta Bake Fruit Crumble	Fish Pie with Cheese Sauce, Mixed Vegetables Rice Krispy Bars	Chilli & Rice, Garlic Bread Fruit Cookies	Roast Chicken Dinner Ice Cream

How HOPE Early Years aims to work with our Families

HOPE for Children and their Families Ltd has values that underpin all that we do and govern our internal and external behaviour and are core to the way we work and the support we offer. HOPE Early Years embraces these values and the charity's vision, mission and aims, alongside our own vision for the children in our care.

Our Vision

An inclusive and thriving environment where children, families and other members of the community have access to services and support that promote their health and wellbeing.

Our Mission

To provide holistic, integrated services and support that make a difference to the lives of those in our community and give them the opportunity to reach their potential.

Our Aims

- To be an effective, ethical and sustainable organisation in the eyes of our stakeholders and those we support.
- To work collaboratively and in partnership with other organisations and agencies to promote health and wellbeing in the community.
- To offer specialist support and signpost to other services, to encourage positive parenting and relationships.
- To provide outstanding Early Years education and care for 0-4 year-olds and help them to develop learning dispositions for lifelong learning.
- To provide excellent facilities and venue hire to help sustain and support local businesses and organisations.

Our Philosophy and Values

Respect: We believe every individual deserves to be treated with respect and understanding and valued in a non-judgmental, non-discriminatory way.

Passion: We are passionate about the work we do and believe in making a difference to the lives of the people we work with and support.

Partnership: We believe in working collaboratively with staff, families, partners and the wider community.

Our vision for children at HOPE

- To develop lively, enquiring minds, together with a willingness to ask questions and argue rationally
- To think and act creatively with imagination
- To grow in confidence and independence and to know the value of co-operation
- To understand the feelings of others, to respect their values and to consider thoughtfully their own attitudes, values and beliefs
- To achieve their true potential and to take pride in their achievement, while taking pleasure in the achievement of others



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 The HOPE Centre

 @hopecentre15

A Sure Start Children's Centre



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