

The Local Offer

Name of Setting: Caterpillar Pre School

Telephone: 07745 299555

Email: office.caterpillar@gmail.com

Name of person to contact: Carol Samani

My child has SEND. I would like to look around. What do I need to do?

We are contactable by telephone (07745 299555), by email (office.caterpillar@gmail.com) or via our Face book page. We operate an open door policy and would be welcoming to any family who may wish to look around and see what is on offer and meet the staff. It may be beneficial to phone in advance to organise a convenient time to ensure you are given the time and attention you deserve when making the important decision of where you child should attend. We open four days a week during term time; Monday 9-1, Tuesday, Thursday and Friday 9-2.30. Families can choose to have as many pre-visits as they may feel they require. This will give them opportunity to ask questions and give us key information to ensure that their Childs needs is fully met.

How will my child and I be made to feel welcome and how will you get ready for my child coming?

We have created a warm and inviting atmosphere at Caterpillar pre-school where children and their families will be made to feel welcomed and valued. We have a very well established and friendly team of professionals who have between them a considerable amount of experience and knowledge of working with early years children. We encourage all families to create a welcome box made up of items such as a favourite book, toy, photographs or a comfort item to bring with them. We have developed an all about me sheet for parents to complete during their stay and play sessions. This will include things such as their likes, dislikes, interest and ways to comfort and communicate with each child. All this information is used to help the setting plan for each Childs individual needs so that they feel comfortable, welcomed and valued and to help create a positive learning environment for your child. In some cases a home visit can be arranged for the SENDco to meet a child and their family to share valuable information. Caterpillar pre-school works closely with any professional working with a child with SEND and they are encouraged to liaise fully with the setting. Any advice given is acted upon and children are supported to reach any targets that may have been set for them. Additional training can be accessed if necessary. All SEND children that have a support plan or Statement of Educational Needs is regularly reviewed and strategies put into place to support individual needs. Every Child is allocated a Key person who will ensure families have all the information they need to help with the settling in and also that they are kept up to date with any outside agencies working with the family. We use pictures to create a visual timeline so children can understand the routines of the day and a choice book to aid communication for children with speech and language delay. We use Makaton and visual Makaton pictures at snack bar etc. We ask all families to complete all documentation before their child starts so we can be prepared for any medical, cultural needs, likes and dislikes etc. We hold weekly staff meetings to discuss information about all children and bring everyone up to date with new interest, next steps and targets; this information is used to inform our planning and observations. This information is recorded in every child's learning journey which can be shared with parents/carers at any time. We do encourage parents/carers to add to their Childs learning journey as things observed at home help ensure children are meeting their individual goals. Learning journeys are also fully accessible to the children to look at whenever they wish. When your child starts you are very welcome to stay with them until both you and your child are happy and comfortable.

How accessible are your premises?

We operate from a ground floor level. There is full wheelchair and pushchair access and a disabled toilet. The rooms are spacious and easily adapted. We are equipped for potty training and nappy changing. The children free flow outside through doors with draft block curtains. The outside area is all on one level with soft matting in the main area. Risk assessments are carried out routinely and all activities can be adapted.

How will you keep my child safe?

Ratios are constantly reviewed to ensure correct level of staff to children. All staff go through rigorous recruitment and undergo DBS and reference checks. They are kept up to date with safeguarding through regular training. Our policies are constant reviewed and health and safety checks are carried out daily. All staff are made fully aware of allergies and we have displayed a list of the main allergens which may be present in any food that children have access to so adults can make informed decisions. Rigorous security checks are followed and children are only allowed to leave with nominated people (we operate a password policy for unfamiliar people to the setting). New staff, volunteers or students do not stand by the door at drop off and pick up times. We have chains and alarms on all outside doors. We hold regular fire drills and equipment is regularly checked. We update medical, allergy and diet information regularly. All information about families is kept locked up and secure. All accidents and medications administered are recorded and given to parents at the end of the session for a signature. Photographs used for display or observational purposes are

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either given to the family or are destroyed. Permission for off site visits is requested and risk assessments are carried out prior to outings.

How will you communicate with me what my child has done, enjoyed and learnt?

All practitioners and the manager are available at the start and end of each session, however if you have confidential or multiple things to discuss arrangements can always be made for a meeting at a time that is convenient for all parties. Your Child's learning journey is always available for you to look at and add to. This folder records achievements in a variety of ways i.e. photographs, children's artwork, observations and it will explain the learning behind these experiences. We have various display boards and a face book site which is regularly updated and depicts children's learning experiences. You will receive regular newsletters. We pride ourselves on our communication with parents/carers both verbally and through telephone/email communications.

How do you work with other professionals?

We have developed very effective relationships with professionals such as Early Years Inclusion services, our area SENDco, Educational psychologists, and speech and language therapist, hearing impairment team, Autism outreach, Occupational therapists, health visitors and social services. We attend regular meetings and have supported many children with a wide range of differing needs.

What training have you/your staff had in SEND?

All staff members are qualified in early years and have many years of experience. The SENDco has attended all SENDco training and also had Memphys SOS and Makaton training. The staff team attend regular training and workshops and are up to date with Autism awareness, speech and language, Paediatric First aid, Epipen training, social communication groups and behaviour managements. Staff have regular supervisions and appraisals and regularly review their training needs.

How will you adapt play opportunities for my child?

Our environment is always adapted to meet the needs of individual families. The outdoor is accessible for wheelchairs and we have a low level planting area. We are a pack away setting and we adapt other smaller rooms for small group activities such as social and communication groups or listen and learn groups. We utilise the quiet areas for children who have set targets from outside agencies. All families are kept fully involved and we discuss their Child's needs so they are reassured their child is enjoying play. All activities and resources are supported in line with their developmental learning and interests as well as their needs. We have pictures of all resources to allow children to make choices and areas are labelled in other languages. We invite dual language parents to share celebrations and festivals with the group. We adapt cooking activities for children with allergies, intolerances, cultural or life style preferences.

How will you get ready for my child going to his/her new school?

We ask parents to let us know as soon as they know which school their child will be attending, we can then get into contact with the school and we take the children to visit the school (if the school is in agreement). We spend time with them getting them used to the new environment. Each key person completes a transition summary that is shared with the parents and sent to the school. We have a very effective working relationship with our local feeder school. The manager will meet with the foundation stage teachers before the start of term and transition summaries are shared to ensure the teachers obtain as much information as possible. We add photos to the children's learning journeys of their school visits so that parents/carers can introduce conversations during the holidays in readiness for the start of term. We invite all the teachers to come and visit the children at the setting so that they can observe them in a learning environment. Any SEND children will have additional visits and meet with the school SENDco. Our SENDco supports them on these visits. Throughout their time here at Caterpillar pre-school children are supported and encouraged to be independent in their self-care. We engage children in PE sessions which helps develop their self-care in dressing and undressing. We sit with the children at lunch times helping them with skills such as opening containers, packaging, using cutlery and peeling fruit etc. We set up a role-play area as a school and provide school uniform for dressing up, we read stories and talk to the children in small groups.

How will you and I know how my child is doing and how will you help me to support my child's learning?

We encourage and support all parents to be involved in the progress of their child. Children's learning and development is recorded through their learning journeys and other documentation and progress trackers where all observations are linked to the EYFS. Children's development is constantly monitored to ensure they are progressing and meeting their individual targets. If at any time there is concern from either parents or staff as to their development then a meeting will be arranged to discuss and plan a strategy together to ensure each child reaches their full potential whilst in the care of Caterpillar pre-school. Regular discussions with professionals surrounding the child are encouraged and planned for and also shared with parents. Parents

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have copies of all targets and strategies to help their child at home. We hold regular meetings with professionals and parents/carers at times to suit.