



Cottontails Pre-school

Parent and Carer Information



Contents

Welcome to Cottontails Pre-School.....	3
Contact information.....	3
Opening times and term dates	3
Early Years Funding and fees	4
Notice period	4
Management of Cottontails.....	4
Fundraising.....	5
Our aims and principles at Cottontails.....	6
Our staff	6
How our sessions work	7
Our four basic rules at Cottontails	7
Key person role at Cottontails	7
A typical session at Cottontails	8
Forest school sessions.....	8
Inter-generational sessions.....	8
Settling in	9
What to bring.....	9
Clothing.....	9
Nappies	10
Sun cream	10
Snacks and meals	10
First aid.....	10
Illness	11
Parent / carer helpers	11
Your contact details	12
Communication.....	12
Authorised collection	12
Children's development and learning.....	13
Information we hold about you and your child	14
Cottontails policies and procedures	15



**Cottontails
Pre-school**

Welcome to Cottontails Pre-School

We are delighted that your child will be coming to Cottontails and look forward to getting to know your child and you. This document is designed to provide parents and carers with information about how Cottontails works. You can access more detailed information by using the digital links in this brochure. This is also available in paper format at Cottontails. If you have any questions, please talk to a member of staff or committee at any time. We hope that you and your child enjoy being part of the Cottontails community.

Contact information

Cottontails Manager: **Laura Norman**

Telephone number: 07935 224607

Email address: manager@cottontailspreschool.org

For general enquiries and administration please email info@cottontailspreschool.org

Website: www.cottontailspreschool.org

Committee chair: chair@cottontailspreschool.org

Ofsted registration: 221770

Opening times and term dates

Cottontails is open during school term-time only (details are on our website [here](#)). Our session times are as follows:

- Morning 9am to 12pm, Monday to Friday
- Lunch 12pm to 12.30pm, Monday, Wednesday and Thursday (packed lunches only)
- Afternoon 12.30pm to 3.30pm, Monday, Wednesday and Thursday

Thursday afternoon is our Rising 5's session and is open to those children in their pre-school year.

Tuesday and Friday mornings are Forest School sessions held in local woodland close to our setting.

Monday afternoon is our Inter-generational session; for these sessions we walk over to Arlington Manor at 12pm, therefore the lunch session must be booked with the Monday afternoon session.



Early Years Funding and fees

Cottontails is registered with the Cambridgeshire County Council Early Years Funding Scheme. Under this scheme, **all** children aged three and four plus some two-year olds (e.g. children in care/fostered/adopted, with special needs or disabilities (SEND), getting Disability Living Allowance (DLA) or with parents in receipt of certain benefits) are eligible for 15 hours of free care and education per week for 38 weeks of the year. From September 2017, **some** three- and four-year olds are eligible for 30 hours of free care and education. Three- and four-year old funding (both 15 and 30 hours) begins at the start of the term **after** the child's third birthday. Details of how places are allocated are given in our Admissions policy: a paper copy is available to view at Cottontails and [here](#) on our website.

We accept children at Cottontails from the start of the term after they turn two. For all children not yet eligible for Early Years Funding and for any hours attended at Cottontails above their funded hours, attendance is charged at the appropriate hourly rate. Our current rates are provided [here](#) on our website.

We also encourage parents and carers to make a voluntary contribution towards consumables, including hygiene items, craft resources and supplies for additional activities such as cookery and gardening. This charge will be added onto your termly invoice. The charge is entirely voluntary and not paying the charge will not affect how your child is treated at Cottontails.

We can accept payment for fees by Childcare Vouchers or Tax Free Childcare accounts. Please note that we have a policy for late payment of fees, a paper copy of which is available to view at Cottontails or our policies can be downloaded [here](#).

Please note that repeated regular non-attendance of sessions funded by Early Years Funding without written reason may mean that the council asks you to repay the funding received on your child's behalf. We therefore ask that you please let your child's key person know if your child is going to be absent or write a note or email to say why they missed a session.

Notice period

Should you wish to withdraw your child from Cottontails, you must give **six weeks' notice**. This notice period applies when you have confirmed your acceptance of a place at Cottontails, and whether your child has attended any sessions or not. If you claim funding for your child's place at Cottontails please note that you will be unable to claim funding elsewhere for these six weeks and possibly for the remainder of the term. If your child's place is not covered by the Early Years Funding, you will be liable for your child's session fees for the notice period. We also ask for six weeks' notice should you wish to change your child's pattern of attendance.

Management of Cottontails

Cottontails Pre-School is a registered charity (number 292130). It is managed by a committee elected from current parents, carers and community volunteers. The elections take place at our Annual General Meeting held at the start of the academic year. The committee is responsible for recruitment and management of staff, making sure that Cottontails has, and works to, policies that help it to provide a high-quality service, and ensuring that Cottontails works in partnership with the children's parents and carers.



The Annual General Meeting is open to the parents and carers of all children who attend Cottontails. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plans. We always welcome parents and carers who would be willing to stand on our committee or help in other ways, such as at fundraising events. Please speak to a member of staff or any of our current committee (details are [here](#) on our website) for more information. Committee members are required to undertake a Disclosure and Barring Service check and must be eligible to be a charity trustee, as detailed by the Charity Commission.

Fundraising

We rely on fundraising as a source of income for Cottontails. We organize a variety of fundraising events through the year which would not be successful without organisational help and participation from Cottontails parents and carers. Please do support our events and let us know if there are any fundraising events that you would like to see. Forthcoming events are advertised on our notice board and [here](#) on our website.

By doing your Amazon shopping via **Amazon Smile**, Amazon will donate 0.5% of the purchase price to Cottontails. It is just the same as shopping at Amazon but with the benefit of some of the profits going to Cottontails. All you need to do is log in to <https://smile.amazon.co.uk> with your usual Amazon details, select Cottontails Pre-school as your charity... and carry on shopping!

You can also raise money for Cottontails each time you shop online at over 2,000 shops including Tesco, Argos, Sainsbury, Asda, George, Ebay, M&S, Next, John Lewis and Waitrose by registering with **The Giving Machine**. Commission earned from your shopping is donated to Cottontails, at no extra cost to you. You can sign up here: <https://www.thegivingmachine.co.uk/causes/cottontails-pre-school/>

Cottontails is one of the local charities benefiting from the current round of the **Co-op's Local Community Fund**. All you need to do is swipe your membership card every time you shop at the Co-op and they will donate 1% of everything you spend on Co-op branded goods to the fund. If you log in to your membership area, you can select Cottontails as your chosen cause and we'll get the full 1%, but even if you don't we will still get a share of the fund.



**Cottontails
Pre-school**

Our aims and principles at Cottontails

At Cottontails our aim is to make every child's first experience of learning a special time by:

- Providing a safe, stimulating, happy and caring environment in which the children learn through play towards the Early Learning Goals. These goals are set by the government in the Early Years Foundation Stage (EYFS) framework which all Early Years providers are obliged to follow. Further details of the EYFS are provided later in this document.
- Helping children to develop social skills such as sharing, listening to others and taking turns.
- Providing activities and resources, which introduce and develop skills that will later be needed in reading, writing and counting.
- Giving the children a wide range of experiences of the world around them to stimulate their sense of wonder and to promote enjoyment of discovery and learning.
- We also aim to ease the children's transition to school by providing opportunities to work together with the local primary school as often as possible throughout the Pre-School year.

We believe in:

- Treating all children as individuals and respecting their individual needs.
- Recognising the important role families play in the education of their children and working closely with them.
- A wide variety of hands-on experiences.
- A high ratio of adults to children.
- Developmentally appropriate experiences for each child.
- Providing activities and resources which lead to progression towards the Early Learning Goals.
- Encouraging independence, self-confidence and self-esteem.
- Having a key person for each child.
- An anti-bias curriculum.
- Welcoming children with special needs.
- Complying with all relevant legislation.
- Close links with the whole team of professionals concerned with children.
- Fostering close links with the local primary schools and other Early Years Settings.

Our staff

We are proud of our staff at Cottontails Pre-School. All of our staff members are appropriately qualified and we carry out checks through the Disclosure and Barring Service for criminal and other records in accordance with statutory requirements. We provide a staffing ratio in line with government requirements to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. At least one member of staff on duty in each session is first aid trained. A who's who of our staff can be found [here](#) on our website and a list of each member of staff's qualifications and specific duties is held at Cottontails.



How our sessions work

At Cottontails we believe that care and education are equally important in the experience we offer children. The routines and activities that make up our sessions are provided in ways that:

- Help each child to feel that she/he is a valued member of Cottontails
- Ensure the safety of each child
- Help children to gain from the social experience of being part of a group
- Provide children with opportunities to learn and help them to value learning

We organise our sessions so that the children can choose from, a range of activities. In doing so children at Cottontails build up their ability to select and work through a task to completion. The children are also given the opportunity to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children choose which activities they participate in both inside and outside. These activities are either adult or child-led. Each week, two of our sessions are dedicated Forest School sessions, held in nearby woodland. Further information on our Forest School sessions is provided later in this document.

Our four basic rules at Cottontails

We encourage children in our sessions to follow four basic rules to ensure a happy, caring environment:

- We will use our listening ears.
- We will use our friendly hands.
- We will use our walking feet inside.
- We will use our quiet voices inside.

Key person role at Cottontails

On starting at Cottontails each child is assigned a member of staff who will act as their key person. The key person's role, as defined in the Early Years Foundation Stage, is to help ensure that every child's care is tailored to meet their individual needs. The Key person is also responsible for helping your child become familiar with the setting. Your child's key person aims to develop their relationship with you, the parents and carers, to facilitate communication about your child.

Since all Cottontails staff work part-time, your child's key person may not be present at every session your child attends. Under these circumstances your child will also be given a 'buddy key person' who will keep an eye on your child. You and your child will be introduced to your child's key person when starting Cottontails.

Although each key person is responsible for a small group of children attending each session, all session staff will still work with all children attending sessions, whether or not the child is allocated to them. The key person will not 'shadow' their child during a session but give them the freedom they need to develop their own potential.

Please see our policy on the key person role and settling in for more detailed information: a copy is available to view at Cottontails and [here](#) on our website.



A typical session at Cottontails

On arrival at Cottontails please help your child to find their name label, take the named coat picture off the name card and place this with his/her coat on the coat hooks. If your child is in their final year before school they will have their surname written on their card. The different colour cards represent your child's key person (please see our notice board for which key person is associated with which colour). When your child comes into the Pre-School room, please encourage your child to place their name card on the felt name board.

Cottontails operates a free-play policy and the children are encouraged to choose the activities they wish to take part in. On entering the session, a variety of activities will already be set up both inside and outside. Staff will also give children options of other activities that they can choose from through the session. Children are able to flow freely between our in and outdoor spaces. For children who need additional support, the Cottontails team will select activities that will support this developmental area and give the child the opportunity to participate in these activities. Children are encouraged to ask for additional resources to develop their ideas as they play.

There are two snack times during the day at Cottontails; the snack bar is opened at 9.30 am and 2.00 pm and the children help to prepare their own snack when they are ready. Before coming to the snack bar, the children wash their hands and then find their name to register. The children sit with a staff member to have their snack. The snack bar closes when all children have had their snack or at 10.30 am and 3.00 pm. Drinking water is available throughout our sessions.

At 11.25 am / 2.55 pm, there is a short tidy up time inside and outside after which the children go back into the main room for some songs, number rhymes, stories, or circle games.

The morning session finishes at 12pm and the afternoon session finishes at 3.30pm. At the end of the morning session, some children will go home, some will stay for lunch and other children may arrive.

Forest school sessions

We are very excited about our regular Forest School sessions, held in woodland close to our setting. Forest School is a unique educational experience that offers children the opportunity to develop confidence and self-esteem through hands-on learning experiences in a woodland environment. Forest School sessions are led by Laura and Marion, who both have accredited Forest School training and a passion for outdoor education. Children participate in a variety of activities through the seasons and in almost all weathers. Forest School gives the children the opportunity to work with tools, play and problem solve all in natural woodland surroundings. This is an ideal environment to learn boundaries of behaviour, both physical and social. Children are challenged by their forest surroundings and this motivates them to develop a deeper understanding of the natural world. We have a Forest School handbook that is available to view at Cottontails that covers our Forest School-specific policies and procedures.

Inter-generational sessions

Cottontails holds inter-generational sessions on a Monday afternoon at Arlington Manor, the new care home in Girton. Inter-generational sessions are sessions in which children and elderly interact and participate in activities together. The benefits of inter-generational sessions to both children and the elderly have been widely researched and publicised. Benefits to children include improved self-esteem and confidence with



social interaction. These sessions encourage learning from a generation who have a vast amount of life experience. Children commonly find the elderly approachable and during sessions children enjoy the opportunity to hear stories first hand from an era so different from their own. Intergenerational sessions also help children develop empathy and communication skills.

During the sessions, the children always remain under the close supervision of Cottontails Preschool staff. Arlington Manor staff are also present alongside the elderly residents throughout the session. Sessions mainly take place in an area which offers direct access to an outside space. There are convenient toileting facilities for the children to access when needed. All areas used by Cottontails during intergenerational sessions are secure. Sessions are run much like our sessions at Cottontails offering children self-guided play. Each week a variety of our usual activities are setup for the children to access e.g. mark making, play dough, puzzles, etc. These are all done alongside the residents of Arlington Manor.

Each session also includes other activities that the children and residents can do together, such as gardening using the planting troughs in the outside area. During these sessions, Cottontails also has access to the large main enclosed garden, the crazy golf course, music room and a cinema room.

The children take their packed lunches with them to eat at Arlington Manor; therefore, the Monday afternoon inter-generation session must be booked with the lunchtime session or the full day.

More information about the benefits of inter-generational care can be found online:

<https://www.pre-school.org.uk/news/2019/01/report-calls-more-inter-generational-care>

<https://www.nurseryworld.co.uk/nursery-world/news/1166540/nurseries-urged-to-interact-with-older-people-to-boost-childrens-life-chances>

Settling in

We want your child to feel happy and safe during their time with us. To ensure this, staff will discuss with you options of how to help your child best settle in to sessions. The settling in policy is available to view at Cottontails and [here](#) on our website.

What to bring

- Spare set of clothes in a named bag
- Outdoor clothes – wellies, cold weather clothing / sun hat depending on the season
- Indoor shoes (see Clothing section below)
- Two pieces of fruit or vegetable per week to contribute to the snack bar
- Nappies and changing accessories (wipes, nappy disposal bags, cream, etc.) if applicable.

Clothing

We provide protective clothing for the children during messy activities; however, we recommend that you send your child in 'old' clothes as they may well get dirty during other activities. We encourage children to learn how to be independent and how to look after themselves during sessions. This includes taking themselves to the toilet and managing putting on and removing outdoor clothes. We have Cottontails sweatshirts and t-shirts available for purchase; please talk to a staff member for details of pricing or see [here](#)



on our website. Please provide appropriate outdoor clothes for your child – we do go outside in most weathers. Please make sure all items are named.

At Cottontails we have an indoor shoes policy. Parents and carers are asked to provide a pair of named plimsolls or hard soled slippers. This provides the children with appropriate footwear for indoor activities and ensures children's feet remain dry when exiting the building for fire drills. As such, soft-soled slippers are not suitable as indoor shoes.

Nappies

Please provide enough nappies or pull-ups (if used) for each session plus accessories including wipes and disposal bags. We hold an emergency nappy supply and if required, these will be charged at £2 per nappy.

Sun cream

During the warmer weather from April to October, children are expected to arrive at Cottontails with sun cream already applied. For children staying all day, Cottontails staff will re-apply sun cream after lunch (using Cottontails sun cream, permission will be sought for this). If our sun cream is not suitable for your child e.g. due to allergies etc, then you must provide your own sun cream. This must be named and given to a member of the Cottontails staff and not left in the child's bag.

Snacks and meals

At Cottontails, snacks are social times at which children and adults eat together. We plan for snacks to be nutritious and aim for them to reflect foods from different cultures. We welcome suggestions from parents and carers regarding additional snacks we could provide from their culture. Please tell us about your child's dietary needs so we can make sure these needs are met.

We ask you to donate two pieces of fruit or vegetables per week for snack time. We use this system to try to provide a wider variety of fruit and vegetables for the children. Suggested items are: apples, pears, bananas, plums, grapes, raisins, apricots (dried or fresh), carrots, tomatoes, peppers but all items, local or exotic are appreciated.

If your child is booked into a session including lunch, you must provide a packed lunch. Water will be available at lunchtime but you may provide your own water bottle if you prefer. We encourage balanced, healthy eating and have a leaflet available to provide ideas for lunchboxes. We ask that sweets, chocolate and fizzy drinks are not included in lunch boxes. If you wish to include chocolate, please only include a small snack bar. We ask you to include an icepack in your child's lunchbox, especially in warm weather.

Please note that Cottontails is a nut-free setting. We do not permit nuts or food that contains or may contain any type of nut in packed lunches or snack donations. This includes all types of chocolate spread.

First aid

We always have at least one trained first aider during each Cottontails session. Accidents are recorded in our accident book and parents are either informed directly following the accident or on collection of the child, depending on the severity of the accident. If your child has an injury on arrival at Cottontails (e.g. a grazed knee), please let us know and we will ask you to complete an 'existing injury' form.



Illness

If your child is ill, please inform us as soon as possible, giving details of your child's illness. If your child has an infectious disease, such as chicken pox, slapped cheek virus etc., we need to be advised immediately as we sometimes have children and adults within the group who are more vulnerable to these infections. You can see a list of excludable diseases and exclusion times issued by Public Health England either [here](#) or at Cottontails. Staff will consult this to advise you if your child needs to stay away from Cottontails until the infectious period has passed.

As per Public Health England guidelines, children must remain at home for **48 hours** after the last time they vomited or had diarrhoea. If your child has had a high temperature, they should only return after their temperature has been normal for a at least **24 hours**.

Parent / carer helpers

At Cottontails we value having additional adults in the group and parent or carer helpers are very welcome. The children love having adults join in with their play and it gives you a chance to see our session in full swing. It is our policy that all volunteers at Cottontails, including parent and carer helpers, have an enhanced Disclosure and Barring Service (DBS) check. Please let us know if you would like to help while your child is at Cottontails so that we can begin the DBS check process.

We ask you to consider the following points if you stay with your child for a session or are a volunteer helper:

- As part of our child protection policy, we would ask that you do not assist any children in the toilet area.
- You should never be left alone with a group of children so please let a member of staff know if you are left without staff supervision.
- The use of mobile phones is not permitted during the session. In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the Pre-School manager.
- Anything you observe or hear whilst at Cottontails is confidential. Comments should not be passed on to other parents or carers. If you witness an incident or achievement you should talk to the Pre-School Manager, or her deputy, or the child's key person who will then inform their parents or carers as appropriate. Please remember that we can only talk to you about your child.
- Please note that our insurance policy does not cover children who are not enrolled at Cottontails and we therefore must ask that you do not bring any additional children (e.g. younger siblings) with you while you are helping.
- If you have a hot drink during the session these are only to be drunk in the kitchen area.

We also welcome parents and carers to come in and share a skill, or to do an activity with the children, perhaps related to your job, a hobby or cultural/family traditions. For these short visits we would not require a DBS check as you would be a visitor and would always be fully supervised by staff. For these visits, younger siblings would be welcome; however, due to our insurance, as noted above, you would be responsible for any child not enrolled at Cottontails.



Your contact details

It is vital that we have up-to-date contact details for you, particularly for emergencies. Please tell us of any changes to your address, telephone number, email address, place of work and named people authorised to collect your child. We will ask you to re-confirm your contact details at the beginning of each term.

Communication

Communication from Cottontails will be via email, phone, printed letter or information posted on the Cottontails noticeboard. Most of the information will come via email so please do read the messages that we send! We use a marketing platform for general email communication, so please do check your junk/spam folder and add the @Cottontailspreschool.org domain as a trusted sender. If you have not received any emails within the first half term, please email info@cottontailspreschool.org.

Some information, adverts for upcoming events, etc will be posted on the noticeboard at Cottontails.

Each child has a development folder in which your child's key person will write observations about your child in the sessions; please do tell us about your child's progress at home, any special events or anything else that you feel you would like to share with us. Your child's key person will explain the ways that you can do this. We offer parent/carer consultations each term and you are welcome to request a meeting with management or your child's key person at any other time.

Authorised collection

Before your child starts at Cottontails, we ask you to complete our authorised adult collection form. This provides us with a list of people who are authorised by you, to collect your child on your behalf. We will ask you to provide a password for use by these authorised adults. Should you wish to send someone aged under 18 to collect your child, please speak to a member of staff and complete our Under 18s collection form. We ask that any person under 18 authorised to collect your child is also introduced to the staff in advance. If staff have any concerns about someone collecting a child (whatever their age) we have the right to refuse collection and call a parent (or other parent or carer).



Children's development and learning

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) framework sets the standards that all Early Years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. Four guiding principles are used in the EYFS to shape practise in Early Years settings:

1. Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
2. Children learn to be strong and independent through **positive relationships**.
3. Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
4. **Children develop and learn in different ways and at different rates**. The framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities.

The EYFS identifies seven areas of learning and development that must shape educational programmes in Early Years settings, all of which are important and inter-connected. Three areas (termed 'prime areas') are particularly important for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

The three prime areas are strengthened and applied in four specific areas: literacy; mathematics; understanding the world; and expressive arts and design. Our sessions at Cottontails are structured to meet the EYFS goals whilst considering the individual needs, interests, and stage of development of each child at Cottontails. Please ask a member of our staff if you would like to learn more about the implementation of the EYFS at Cottontails. More detailed information about the EYFS can be found at:

<http://www.foundationyears.org.uk/eyfs-statutory-framework/>.

Learning through play

Play helps young children to learn and develop through doing and talking. Research has shown this to be the way children learn to think. At Cottontails, we use the practice guidance EYFS framework to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the practice guidance to EYFS has been used to decide what equipment to provide and how to provide it.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents and carers know their



children best and we ask you to contribute to their assessment by sharing information about what your child (or children) like to do at home and how you are supporting development.

We make periodic assessment summaries based on our on-going development records. These form part of the children's development folder. For all children aged two, three and four, a baseline assessment is carried out after the first three weeks at Cottontails, followed by a tracking assessment carried out at the end of the first half term. In addition, as required by the EYFS framework, a progress check is carried out for all two-year olds and is completed at the same time as the tracking assessment. This will go alongside the health visitor check at around the same age to help identify any early problems or special development needs.

Information we hold about you and your child

Cottontails has procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data that Cottontails collect are:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family].
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with Cottontails we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.



Cottontails policies and procedures

We have a set of policies in place that are adopted by staff and parents. Our policies ensure that we provide a high-quality service and that being a member of Cottontails is enjoyable and beneficial. New policies or procedures are added as required and you will be informed of significant changes. Copies of all policies and procedures are available [here](#) on our website and at Cottontails. A list of our policies is provided below and some key information is provided on the following pages.

1. Child Protection

- Children's rights and entitlements
- Safeguarding children and child protection
- Looked after children
- Uncollected child
- Missing child
- Online safety (including mobile phones and cameras)
- Lockdown policy

2. Suitable People

- Employment
- Student placements

3. Staff qualifications, Training, Support and Skills

- Induction of staff, volunteers and managers
- Staff supervision and appraisal policy
- First aid
- Whistle blowing

4. Key person

- The role of the key person and settling-in

5. Staff:Child Ratios

- Staffing

6. Health

- Administering medicines
- Managing children who are sick, infectious, or with allergies
- Recording and reporting of accidents and incidents
- Nappy changing
- Food and drink
- Food hygiene

7. Managing Behaviour

- Promoting positive behaviour

8. Safety and Suitability of Premises, Environment and Equipment

- Health and safety general standards
- Maintaining children's safety and security on premises
- Equipment and resources
- Supervision of children on outings and visits
- Risk assessment
- Fire safety and emergency evacuation
- Animals in the setting
- No-smoking
- Emergency plan during forced closure
- Staff personal safety including home visits

9. Equal Opportunities

- Valuing diversity and promoting inclusion and equality
- Supporting children with special educational needs
- British values
- Babysitting

10. Admissions and finance

- Admissions
- Fee Payment
- Reserve funds policy

11. Information and records

- General Data Protection Regulation Privacy Notice
- Parental involvement
- Children's records
- Provider records
- Transfer of records to school
- Confidentiality and client access to records
- Information sharing
- Working in partnership with other agencies
- Making a complaint



Safeguarding Children

Cottontails has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices and our Policies and Procedures are designed to protect children from abuse in our settings and we have a procedure for managing a complaint or an allegation against a member of staff.

Our approach to working with children and their parents/carers ensures that we are aware of any concerns that may emerge. We can then offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

We have an **uncollected child** policy in place which sets out the process that we follow if a child is not collected from Cottontails at the end of their session. As part of this, we have a late collection fee for children who are persistently collected late. Late collection of a child causes problems with staffing and adult to child ratios in subsequent sessions. The late collection fee is currently set at £5 for each five minutes, or part thereof, that a child is collected after the end of their session and will be charged after two incidents of late collection. Session times are given at the start of this pack.

Information sharing

In accordance with local Information Sharing protocols, we will ensure that information is shared effectively and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children are safe and their needs are met.

Parents and carers should be aware that we have a legal responsibility to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. In general staff will seek to discuss any concerns with parents and/or carers and, where possible, inform them of a referral to Social Care. This will only be done where such a discussion will not place the child at an increased risk of harm.

At Cottontails we have two members of staff who are designated for Child Protection; these are **Laura Norman**, our Pre-School Manager, and **Irina Leavy**, our Deputy Manager. The Designated Person for Child Protection may seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer from significant harm. Occasionally, concerns may be raised which are later shown to be unfounded. Parents and carers will appreciate that the designated person is carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Promoting positive behaviour

Cottontails believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. **Laura Norman**, our Pre-School Manager, is responsible for coordinating behaviour management at Cottontails.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. Staff support this developmental task by providing encouragement, teaching and setting the correct example to promote positive behaviour. We will discuss with parents and/or carers any concerns we have regarding their child's behaviour and work together to decide how to respond appropriately. Please see our full policy on Promoting Positive Behaviour, available at Cottontails or [here](#) on our website, to view a range of strategies that we may use with children who make poor behavioural choices.



Valuing diversity and promoting equality and inclusion

Cottontails is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. We take action against any discriminatory behaviour by staff, parents or carers. Displaying of openly discriminatory, xenophobic and possibly offensive or threatening materials, name calling, or threatening behaviour are unacceptable on, or around, the premises and will be dealt with immediately. **Laura Norman** is our designated Equalities Named Co-ordinator.

At Cottontails, we believe that children at our setting should be treated equally with no favouritism shown. To ensure this is the case, we operate a **no babysitting policy**. We do not permit staff to babysit for any family to whom they have been introduced at Cottontails while the family has children in attendance at the Pre-School. In doing so, we are actively safeguarding our staff and all the children who attend our setting, protecting the confidentiality of the setting, promoting equal opportunities, and preventing any conflict of interest.

Supporting children with special educational needs and disabilities

As part of our policy to make sure that our provision meets the needs of each individual child, we take account of any special educational needs or disabilities a child may have. At Cottontails we work to the requirements of the 1993 Education Act and the Special Educational Needs and Disability Code of Practice (2014). We ensure that our provision is inclusive to all children with special educational needs or disabilities and work in partnership with parents and/or carers and other agencies in meeting individual children's needs. Our designated Special Educational Needs and Disabilities Coordinator (SENDCo) is **Irina Leavy**.

Promoting British values at Cottontails

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are implicitly embedded into the Early Years Foundation stage. At Cottontails we understand that the society we live in is diverse and therefore our curriculum and life within the Pre-School reflects this. For all our children, we aim to continually weave the thread of social, cultural, moral and spiritual British values throughout their time at Cottontails.

The values are taught explicitly through Personal Social and Emotional Development and Social and Emotional Aspects of learning. We also teach British values through planning and delivering a broad and balanced curriculum. At Cottontails British values are reinforced regularly and in the following ways:

Democracy: Children are always listened to by adults and are taught to listen carefully and with concern to each other, respecting the right of every individual to have their opinions and voices heard. Children also have the opportunity to air their opinions and ideas and have their voices heard through small and large group times. We support decisions that children make and provide activities that involve turn taking, sharing and collaboration. Children are given opportunities to develop enquiring minds in an atmosphere where questions are valued.

The rule of law: Children learn the difference between right and wrong and to understand that their own and others behaviour has consequences. We have rules at Cottontails and the children are taught the rules and that those rules apply to everyone.

Individual liberty: We provide opportunities for children to develop a positive sense of themselves by helping them develop their self-knowledge, self-esteem and increasing their confidence in their own abilities, by, for



example, allowing children to take risks. We encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions.

Mutual respect and tolerance for those with different faiths and beliefs: At Cottontails we work to create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community. Our planning and practice is geared to helping children to acquire a tolerance and appreciation of and respect for their own and other cultures; to know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions; and to share and discuss practices, celebrations and experiences. We encourage and explain the importance of tolerant behaviours such as sharing and respecting the opinions of others. We promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

No-smoking

Cottontails is a no-smoking environment, both indoors and outdoors. E-cigarettes are not permitted to be used on the premises.

Concerns and complaints

Cottontails believes that children, parents and carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns, which you will find in our Making a Complaint Policy, available at Cottontails or [here](#) on our website. Our phone number is given at the start of this document, along with the email address of our Pre-School Manager and Committee chair.

Parents may approach Ofsted directly at any stage: the telephone number to call with regard to a complaint is **0300 123 4666** and our Ofsted registration number is **221770**. More information is provided by Ofsted on their website at <https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>.