



Early years learning through play – a community run group

School Field, Newpound Lane, Wisborough Green, Billingshurst, West Sussex RH14 0EE

Telephone 01403 701027 **Website** www.climbingbears.org.uk

Registered Charity No. 1000438

WELCOME TO CLIMBING BEARS

Wisborough Green Playgroup changed its name to Climbing Bears in September 1999. As a well-established playgroup we have been meeting the changing needs of the children since 1970.

Although we have met in various locations around the village we now have our own purpose built premises at Wisborough Green Primary School, with whom we have a close relationship. Working together gives the children the very best start to their school life.

Climbing Bears is committed to early years learning through play. To 'play' is defined by the dictionary as 'to have fun, to frolic, to trifle'. It is the spontaneous expression of thought and feeling. At this age, two and a half to five years, **play is never trivial** it is serious and deeply significant. This is our foundation stone. We aim to provide an environment where children play and learn and extend their learning as they grow.

Climbing Bears is a voluntary run pre-school that is managed by a Committee of parents elected at the Annual General Meeting held in September. Climbing Bears is a registered provider with West Sussex Sure Start Early Years Development and Childcare Partnership. This means we are inspected by Ofsted and are able to provide funded places for children as and when they become eligible.

Climbing Bears is a non-profit making enterprise and relies on help from parents/carers to keep the fees relatively low.

All parents/carers are asked to help with fundraising activities and to take a turn on the rota for parents/carers help (one session per half term). This is a very important role for parents/carers who are, after all, their child's first educators. We can enrich our curriculum with their specialist knowledge. The children also gain because it is an ideal way of extending learning opportunities at home.

Sessions are held Monday - Friday from 9.00 am to 1.00 pm. On a Tuesday older children can also attend the afternoon session 1-3.30pm. The premises are situated behind the school and access is from School Road via the footpath provided across the top of the playground.

Our premises provide a cloakroom, main play area, toilets, kitchen and enclosed outdoor play area. We are registered with Ofsted for 23 children per session and currently employ a qualified supervisor and three assistants for each session. All our supervisors and assistants are trained. However, Climbing Bears is committed to investing in people and, therefore from time to time, we do employ untrained assistants providing they are happy to work towards gaining the appropriate qualifications.

Currently Climbing Bears is undertaking a building project and the plans are to replace the current building in the Summer of 2010. This will change the layout of the setting inside to provide a more open play area as well as provide improved learning opportunities for the children who attend the setting. The outdoor area is also to be improved during this project.

It is hoped that this building will provide a setting for the community where families can be supported through child care and education as well as further training for parents in such areas as Paediatric First Aid and Child Protection. Climbing Bears works closely with other organisations within the local community which has aided the setting to expand the activities and experiences offered to all the children and families attending the setting.

POLICIES

Climbing Bears implements a number of policies to ensure that the setting provides a service in line with current legislation and that all families are aware of

Climbing Bears commitment in providing a safe, caring and stimulating environment for their children. Copies of all policies are available on request.

They are also available to read in the setting and are located in the Climbing Bears Portfolio Folder in the cloakroom as well as in the Policies Folder on the shelves in the main room.

Some of our policies include:

INCLUSION POLICY

We aim to acknowledge and value each child's individual stage, ability, race, culture, language and family group. An Inclusion Policy is available on request.

HEALTH AND SAFETY POLICY

Climbing Bears aims to provide a clean and safe environment for your child to explore in. A Health and Safety Policy is available on request.

POLICY TO PROMOTE POSITIVE SOCIAL BEHAVIOUR

Climbing Bears follows set rules/guidelines to create an environment where children feel safe to play freely.

Under no circumstances will a child be physically punished in any way or undermined by sarcasm or humiliation by word or action. A Positive Social Behaviour Policy is available on request.

SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY.

Climbing Bears staff are trained in Child Protection and will discuss any concerns they have regarding children in their care with the Designated Child Protection Officer. If necessary these concerns will be raised with the appropriate authorities.

WHAT DOES CLIMBING BEARS OFFER?

Climbing Bears provides a caring child-centered environment with stimulating activities to encourage the children to learn through play. This approach gives children the opportunity to develop at their own pace, whilst developing skills on a whole person basis. Climbing Bears understands the importance of child development. We link the activities and experiences offered to the Every Child Matters (2004) outcomes for all children. These are:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a positive contribution
- Economic wellbeing.

Our curriculum has been written in accordance with the Government's requirements set out in the Early Years Foundation Stage curriculum which covers children's development from birth to 5 years. The curriculum centres on the EYFS themes which are:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Developing.

The Six Areas of Learning in the EYFS cover all areas of development. These are:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

All sessions are planned to enable children to learn through their play and to achieve progress in their development in all the areas of learning. Each child has a Key Worker member of staff who will work closely with the child and their family to ensure clear and direct lines of communication are available to all parties. The staff team plan sessions around the children's interests and development. Parents are notified in regular newsletters about the themes and activities planned for the coming month. They are encouraged to be part of their child's learning and development through suggestions given on the theme sheets which will in turn help their child extend their learning opportunities.

All children attending Climbing Bears are welcomed into a friendly and caring environment where the individual needs of the children are met. The staff are a highly trained professional team whose working ethos is to ensure that the children are cared for and respected by supporting and developing their interests and ideas in a safe, child centered environment.

Our location on the school site enables our children to make a smooth transition from Climbing Bears to School. We were inspected by Ofsted in 2009 and received an 'Outstanding' award by the Inspector, a copy of which is available on request.

A PARENTS/CARERS GUIDE TO CLIMBING BEARS

The main room at Climbing Bears is divided into 'areas' of play. These include the Book Corner, the Home Corner, the Writing area, the Maths area, the Computer corner, the Creative area and the Construction area.

The children are allowed to choose what activities they become involved in and this includes outdoor play at all times, in all weather conditions! The garden area is securely fenced and laid partly to grass and partly to a soft all weather surface. The outdoor area includes a playhouse, slide, bikes, scooters and sand tray. The timings of the sessions are as follows:

08.50-9.10 Drop off

Parents are encouraged to settle their children in the setting. This allows the children to become involved in an activity and parents can leave them engrossed and happy. Please note that due to insurance restrictions no child can be left by their parents/carers until 9am.

09.00 Start of session and free play

Throughout the session the children can choose the activities they become involved in. However, staff are trained to plan for the individual needs of a child and will adapt and amend activities according to individual children.

10.15-10.45 Rolling snack time

At about 10.15am children will be made aware that snack time is taking place. Those new to the setting will be actively encouraged to take part, whilst those used to the system soon begin to choose when they would like to have their snack. Children continue to play whilst others take a break. Those choosing snack time sit down together in small groups at a table with a staff member. We also promote a healthy eating policy at snack times. The children are offered milk or water to drink. They can choose between a variety of fruits and vegetables to eat and choice of healthy snacks or biscuits.

10.45-12.00 Small group activities and free play

This is a time when we divide into small groups and work on the skills individual children need to develop. This is done by careful planning within the session, so that the children are still playing but the activities are particularly tailored to the individual child.

12.00-12.15 Tidy up time and whole group activity

At 12.00 music is played to signal Tidy Up Time, an activity everyone is involved in. Then the whole group takes part in the Letter Sound of the Week activity. The children are encouraged to bring in an object that begins with the letter sound of the week. We may also discuss the theme, sing some songs etc.

12.15-12.45 Lunch

12.45-13.00 Quiet time

12.50-13.00 Home

Parents/carers can collect their children from 12.50pm. Please note, again, the insurance restrictions mean that the children must be collected by 1pm.

HOW TO ENROL YOUR CHILD

If you wish to send your child to Climbing Bears, please complete the application form at the back of the booklet and return it with the **non-refundable** administration fee of £30.00 to the Manager. This fee includes a Climbing Bears T-shirt and Sweatshirt which will be given to your child when they start sessions. If you wish to visit Climbing Bears or ask any questions not answered in this prospectus, please contact the Manager.

The sessions are only limited in accordance with our Registration Restrictions and Admission Policy Guidelines. We do, at present, accept children from the age of 2½ years. The number of sessions attended by each child is determined on an individual basis with specific needs taken into consideration also.

To help with the efficient running of Climbing Bears please note the following conditions:

- Each child is treated as an individual and a settling in procedure will be agreed on between staff and the parents/carers.
- Parents/carers and child should attend the drop-in sessions arranged by the Manager before the child is due to start.
- Parents/carers should be aware that when numbers are limited priority placement is given to Wisborough Green village children, siblings of children already attending Climbing Bears, children of 3 years and over moving into the village, and then children on the waiting list.
- Children are only covered by our insurance policy during our published opening times. We cannot accept responsibility for them at any other time.
- All parents must sign a contract of placement for their children before their children start attending. This contract includes details of fees and notice of leaving as detailed below.
- Evidence of date of birth is required at registration. For children below the age of eligibility for a funded pre-school place the full fees are payable. Once a child is eligible for a funded pre-school place then a fee is charged for the 1½ hours attended in addition to the 2½ hours covered by the funding. Fees are payable half-termly in advance of the next half term starting and by the date noted on the bill. Prompt payment of the invoice is appreciated. We regret we are unable to give refunds except in extreme cases and at the discretion of the committee.
- Climbing Bears should be notified in writing at least one half term in advance of the intention to change days/sessions or remove a child. Payment is required up to the end of the notice period. For the benefit of the child, changes to days/sessions should be discussed with a Supervisor before making the appropriate arrangements with the Manager.
- Please send children to Climbing Bears in their uniforms or alternatively clothes that do not matter. Many activities are messy and children should

be free to join in and enjoy all sessions without being concerned about having to protect clothing. Climbing Bears Sweatshirts and T-shirts are available to purchase with a T-shirt and Sweatshirt given to each child as they start. We ask that when we undertake outings each child wears their Climbing Bears uniform.

- Do not send a child who is ill or has been ill during the past 48 hours (this includes sickness and diarrhoea). Please advise Climbing Bears of any contagious diseases they may have been in contact with especially German measles, Whooping Cough, Mumps or Chickenpox.
- Parents/Carers are asked to contribute a packet of plain biscuits or a bag of fruit or raw vegetables each half term. No additional sweets/biscuits need to be brought along as children have milk/water and a snack mid morning.
- Children should be discouraged from bringing in toys or treasured items from home in case they are lost or damaged. Any articles brought in from home will be put to one side in the 'going home box' until home time. Children are, however, encouraged to bring in items beginning with the letter sound of the week. These will be placed in the sound box, talked about during the session and returned at going home time. Should your child still need the reassurance of a 'comforter', do not worry, this is quite common and does not present a problem. Staff are experienced in dealing with these situations in a safe and practical way best suited to the individual child.

PLEASE COMPLY WITH THE ABOVE CONDITIONS

If you are concerned about an incident during any session please feel free to discuss with the Supervisor of the day. If you feel the concern is to do with Climbing Bears in general please make an appointment to discuss the issue with the Pre-school Manager. If you are still unhappy that your concern has not been dealt with please contact the Chair to arrange a meeting.

USEFUL INFORMATION

Address: Climbing Bears,
School Field,
Newpound Lane,
Wisborough Green,
Billingshurst,
West Sussex
RH14 0EE

Manager: Clare Steere
BA EY (Open), EYPS.

Telephone: 01403 701027 (Answer phone so messages can be left)

Term Dates

Spring Term 2010 Monday 4th January – Friday 1st April
Half Term Monday 15th February – Friday 19th February

Summer Term 2010 Monday 19th April – Friday 16th July
Half Term Monday 31st May – Friday 4th June

Autumn Term 2010 Monday 6th September – Friday 17th December
Half Term Monday 26th October – Friday 30th October

Please also note that Climbing Bears is not affected by school inset days, but does have its own training days which will be notified to you in due course. Climbing Bears is closed on Bank Holidays.

CLIMBING BEARS ENROLMENT FORM

Child's Name: _____

Date of Birth: _____

Parent's/carer's Name: _____

Address: _____

Post Code: _____ Home telephone: _____

Parent's/carer's work telephone: _____

Emergency contact's name: _____

Emergency contact's telephone: _____

Doctor's Name: _____

Address: _____

_____ Telephone: _____

Is your child immunised against Tetanus? _____

Any there any special individual needs we should be aware of? _____

(If yes, please give details on a separate piece of paper if necessary)

When you would like your child to start?

Days you wish your child to attend: _____

Please confirm these with the Manager as soon as possible.

The Manager will contact you to arrange visits prior to the start date for familiarisation for the child if necessary. Please enclose the administration fee (non-refundable) of £30 with this form. (Please make all cheques payable to Climbing Bears, receipts can be issued on request)

Signed: _____ Date: _____