



# WELCOME to The RISE Early Excellence Centres

Dear Parent/Carer,

Thank you for choosing our Early Excellence Centre as your child's pre-school. We offer a wide range of courses to enhance your child's learning and development. We encourage parents to attend to give a holistic approach to learning. We can also offer a support package for the family should you need it.

Please feel free to read through the information included and complete the forms for registration. If you have any queries, please do not hesitate to contact your EEC Leader for more information.

*Lynn Evans*

Mrs Lynn Evans  
CEO

## What it's like in our EEC's

To stimulate our 3 to 4 year olds a variety of carefully thought out areas are set up, that are well resourced to attract early learning and promote all areas of their development

- ☺ Physical
- ☺ Knowledge understanding of the world
- ☺ Numeracy
- ☺ Communication and language
- ☺ Creative
- ☺ Social and emotional



Staff and volunteers work with the children within the Early Years Foundation Stage Framework. This supports children in their earliest years right up to when they have completed their first year (Reception class) at primary school.

### Feedback

We will happily feedback at the end of your child's session, to inform you of your child's -

- 👍 Achievements
- 👍 Progress
- 👍 Any other information about their day including eating, sleep and nappy routines

## FEES policy

<b>Two year old fee</b>	<b>Three/Four year old fee</b>
£5.50 an hour	£5.00 an hour

Fees will be invoiced monthly in advance. Payment is due upon receipt of the invoice. Any changes to a child's hours can only be administered from the beginning of a new term. Parents must give a month's notice if this is required.

Parents/carers who do not keep up their payments for any additional hours, will only be able to access their Free Entitlement hours.

Parents / carers at time of enrolment must specify how they wish to use their free entitlement hours either term time only or over the full year. If the parent / carer wishes to change from the full year to term time only or term time only to full year, this can only be done in line with how we receive the free entitlement funding from Wiltshire Council at the start of September term, January, after the Easter Holidays - a month's notice in writing is required.

Please note that late payments may result in an administration charge of £10 being added to the total amount due and we reserve the right to charge 5% interest per month after this.

## Admissions/ Non-collection of child policy

The RISE Trust intends to make sessions accessible to children and families from all sections of the local community. Sessions include The Early Excellence Centre Pre-school sessions -

	Opening	Finish
<b>Monday</b>	8.45am	2.45pm
<b>Tuesday</b>	8.45am	2.45pm
<b>Wednesday</b>	8.45am	2.45pm
<b>Thursday</b>	8.45am	2.45pm
<b>Friday</b>	8.45am	2.45pm
<b>Friday: EEC @ Oaks</b>	8.45am	11.45am

Children aged between 2 and rising 5 years old may enrol at the Early Excellence Centre Pre-school. From the term after the child's third birthday he or she may be entitled to free sessions funded by the Nursery Education Grant.

If your child is absent for any reason please notify the EEC immediately. Protocol requires staff to phone parents if no message has been received.

If your child is to be picked up by someone other than yourself please notify the staff on arrival at the session.

In circumstances where a child is late being collected The RISE Trust shall ensure that the child receives a high standard of care which causes the minimum distress to him or her as possible in the event that a parent or carer is late. Please phone the setting if you are unavoidably delayed.

In the event of a late pick staff will phone the family after 10 minutes to establish their whereabouts. If they are not collected within 30 minutes of the session finishing then the senior member of staff shall call the Children's and Families Team. Late pick ups will be charged at £5 per half hour over collection time.

## Curriculum and Support

We plan and provide a wide range of fun and exciting learning opportunities. When you first register your child for our pre-school we will use the information you give us about your child to help us plan to meet your child's individual interests and needs. This will happen not only during their settling in process but on into the future.



We observe and record what your children do. Then we plan a range of activities to enable them to repeat and build on these experiences —these are seen on a whiteboard in the setting. We ensure children learn through the natural curiosity and first-hand experience both inside and outdoors.

We believe in teaching children about boundaries and appropriate behaviour in a positive way. We speak to children in a calm manner and use positive language when explaining about right and wrong. A comprehensive policy explains our practice in more detail.

### Helicopter Stories

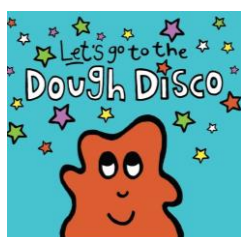


This is a simple approach, where the teacher scribes a child's story, word for word, and then the class come together to act them out. Children need to be confident communicators to lead happy, fulfilled and successful lives so we encourage children to talk to each other and the staff.



### Talk Boost

Staff are trained in this programme. Talk Boost helps children with delayed language development who would not usually qualify for specialist help but are not thriving at school because of a speech and language need.



### Dough disco

Dough disco is exercise for the fingers to improve fine muscle control. It is good before long writing tasks as a warm-up but essential every day exercise for foundation stage.

### Five to Thrive

All our staff follow the simple guide that a child's body grows better when you give the child good food. A child's brain grows better when you do five simple things...

**Respond**  
**Cuddle**  
**Relax**  
**Play**  
**Talk**



## Learning Journals

Each child has an e-file on an online program called **Tapestry**. This is a record of their progress and development and is a celebration of their achievements. Parents are encouraged to contribute to it and look through their child's Learning Journal and will be given a link so they can access this online.

## Safe from Harm

The RISE Trust has a legal responsibility and a commitment to keeping children safe whilst in our care and to enable us to do this, we ensure that all members of staff have undergone an enhanced DBS check. This takes place before each staff member starts working or volunteering with us. We may also keep written records about your child.

The RISE Trust aims to provide a happy and safe setting that offers affordable, high quality care which is available to everybody. The care is individually planned to meet the needs of each child and we aim to meet the wishes of parent/carers.



The childcare practitioners and volunteers have been carefully selected for their qualifications, experience and skills. They are friendly and approachable and are all committed to personal and professional development.

## Settling in



The RISE Trust aims to make the setting a welcoming place where children can settle in quickly. The individual needs and circumstances of each child and his or her family are taken into consideration.

The RISE will provide up to a maximum of 3 free settling in sessions before a child starts on their agreed hours. These will be decided by the manager in consultation with parent/s.

## Parents as Partners

Parent's evenings happen regularly throughout the year at the Early Excellence Centre to share progress and offer information sharing sessions on Early Years development.

It is a great opportunity to have a look through your child's online learning journal with them, sharing what they have enjoyed here at the EEC, sharing things from home and talking to their key person.

**See our Parent Information Board for upcoming activities**

## Lunches and snacks



We provide a hot freshly cooked lunchtime meal and snacks within your session fee for all children. All lunches are freshly prepared every day.

We promote independence by encouraging children to choose and serve their own snacks.

The setting regards snack and meal times as an important part of the setting's session/day. Eating represents a social time for children and adults and helps children to learn about healthy eating, snacks, and foodstuffs. We ensure that food is healthy, balanced and nutritious, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.

We will also ask you about your child's dietary needs and preferences, including any allergies.

## Special Educational Needs

Our vision for The RISE Trust Early Excellence Centres is to provide a warm, caring and stimulating environment in which **all** children are supported to reach their full potential. As parents/carers are the first educators and have so much knowledge regarding their child's personality and development, we want to work sensitively and in close partnership with them by valuing their input and supporting them with important decisions about their child's education. All children and young people are entitled to the best possible educational provision and we want them to:

- achieve their best by preparing them effectively for continued educational success.
- become resilient and confident individuals with the life skills to enable them to live fulfilling lives.

Our designated member of staff is Stacey Henry. She works across all three EEC sites and is our Special Educational Needs Co-ordinator (SENCO).

If you have any queries or concerns about your child's progress and development please speak to your child's keyworker or EEC manager.



## The RISE services

The RISE Children's Centres provide services for families with at least one child under the age of five.

Our services are universal so anyone can access them. We offer non-judgemental, impartial, friendly advice and we are always there for you! We run sessions for children and their carers daily throughout the week.

The Rise Trust works with families to help them to get back on their feet and to deal with life's challenges in ways which make things better for them and their children.

We do this by providing:

- Outreach support (see next page)
- Parenting courses (see next page)
- Mentoring
- Debt advice
- Access to health advice
- Healthy eating advice and support
- Ante-natal and Post-natal support
- Access to drug & alcohol advice and support
- Life skills courses
- Adult literacy and numeracy courses
- Work-based adult learning courses
- Back to work courses /advice

### Outreach support

One to one support provided at the family home.

This can be for a variety of needs – CAF support, parenting support, domestic abuse, relationship issues, housing, safety, special needs or disability, mental health or drug issues, employment and finance





## Courses

- **Five to Thrive** – A 5 week course aimed at teaching parents about how the brain develops and the 5 key interactions children need to form good attachments in their early years.
- **Challenging behaviour** – a 4 week course to develop a parents' confidence in managing their child's challenging behaviour.
- **Incredible Years Parenting (Webster Stratton)** – A 12 week parenting course for families with toddlers and school aged children up to 8 years old.
- **Being a Parent (EPEC)** – An 8 week parenting course for families with children up to 5 years old. This course is facilitated by volunteers and is new for 2018-19.
- **Baby Steps** - A perinatal education programme for vulnerable parents in the run up to the birth of their baby and afterwards. Baby Steps supports future mums and dads to know how to care for their new baby, reduce the stress that often occurs with parents of a new-born and improve the lives of their babies
- **Baby and Me** – A 5 week course to support all new parents in the early weeks of parenting
- **Let's play** – A 5 week workshop for parents and their children up to the age of 3, designed with a play based approach to support home-learning.
- **Include** - parenting support for parents originating from outside the UK
- **Freedom Programme** – An awareness course for women who are experiencing or have experienced Domestic Abuse.
- **Family Learning** - We run many family learning courses, topics include fun with numbers, cooking, literacy, IT and many more.
- **First Aid** – A two hour paediatric First Aid session. Also Child Injury Prevention Workshop for parents to learn basic skills and accident prevention eg. Choking, falls, burns or scalds, head injuries etc. Delivered according to need
- **Book Start** – A national early-intervention literacy programme that offers the gift of free books and parental guidance to inspire a love of reading and give children a flying start in life. We offer this to families in workshops.
- **Sensory time and sensory groups**



**If you have any further enquiries, please  
contact us:**

The RISE EEC 01249-463040

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