



## 4.1 EARLY YEARS

### The Bumblebee Children's Charity aims to:

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

### Parents

Parents are regarded as members of The Bumblebee Children's Charity who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

\*As a charity, we also depend on the good will of parents and their involvement to keep going. Membership of The Bumblebee Children's Charity carries expectations on parents for their support and commitment.

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as parent/carers in attendance with their child.
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

### Children's development and learning

*How we provide for development and learning*

Children start to learn about the world around them from the moment they are born. The care and education offered by The Bumblebee Children’s Charity helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

| <b><u>Characteristics of Effective Learning</u></b>                                                                                         |                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Play &amp; Exploring – Engagement</u></b><br>Finding out and Exploring<br>Playing with what they know<br>Being willing ‘to have a go’ | <b><u>Active Learning – Motivation</u></b><br>Being involved and concentrating<br>Keeping trying<br>Enjoying achieving what they set out to do |
| <b><u>Creating and thinking critically – thinking</u></b><br>Having their own ideas<br>Making Links<br>Choosing to do things                |                                                                                                                                                |

***Learning through play***

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. The Bumblebee Children’s Charity uses the practice guidance Early Years Foundation Stage 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 the Early Years Foundation Stage 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 know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

**Learning Journeys**

Parents are asked for feedback at the end of each session which is incorporated in that weeks Learning Journey sheet and is one of the ways in which the staff and parents work in partnership, this sheet is emailed once a week to the parents, and over tie will form the parents own learning journey of their child’s achievements. Your child’s Learning Journey helps us celebrate together

her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. This information will enable staff to identify your child's stage of progress. You and the staff will then decide on how to help your child to move on to the next stage.

The staff who work at The Bumblebee Charity are:

| Name           | Job Title          | Qualifications and Experience     |
|----------------|--------------------|-----------------------------------|
| Alison Stonham | Principal          | BA Hons – Early Childhood Studies |
| Yvette Gibbons | Senior Team Member | CCLD Level 2                      |
| Lindsay Warne  | Team Member        | CCLD Level 3                      |
| Angela Cooke   | Team Member        | CCLD Level 2                      |

We are open for 40 weeks each year.

We are closed Mondays and Fridays

We are open for 3 days each week

The times we are open are 8.30am – 4.00pm

We provide care and education for young children between the ages of Birth and 5 years.

### How parents take part at The Bumblebee Children's Charity

Bumblebee recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;

- taking part in sessions with their child;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- building friendships with other parents.

### **Learning opportunities for adults**

As well as gaining qualifications in early years care and education, staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

The Bumblebee Children's Charity also keeps itself up-to-date with best practice in early years care and education, as a member of the Pre-school Learning Alliance, through the Under 5 magazine and publications produced by the Alliance. The current copy of Under Five is available for you to read.

### **The session**

We organise our sessions so that the children can work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small 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.

### **Snacks and meals**

The Bumblebee Children's Charity makes snack time a social time at which children eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food, a copy is available on request for the term. Do tell us about your child's dietary needs and we will make sure that these are met.

### **Policies**

Copies of the policies and procedures are available on request on a USB Stick or are available for you to see at the school.

Policies help us to make sure that the service provided is a high quality one, and that being a member of The Bumblebee Children's Charity is an enjoyable and beneficial experience for each child and her/his parents/carers.

## **Safeguarding children**

It has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse and we have a procedure for managing complaints or allegations against a member of staff.

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

## **Special needs**

The Bumblebee Children's Charity meets the needs of each individual child, we take account of any special needs a child may have, working to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001).

Our Special Educational Needs Co-ordinator is Alison Stonham

## **Management**

Trustees and the Principal manage the charity.

- managing finances;
- employing and managing the staff;
- making sure that it has, and works to, policies that help it to provide a high quality service; and
- making sure that they work in partnership with the children's parents.

An Annual General Meeting is open to the parents of all of the children who attend The Bumblebee Children's Charity. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

## **Fees**

The Bumblebee Children's Charity is an independent charity that provides sessions to children free of charge

**Starting at The Bumblebee Children's Charity**

*The first days*

We want your child to feel happy and safe with us.

*Clothing*

We provide protective clothing for the children when they play with messy activities.

It may also be worth noting that as we do engage in messy activities and whilst we try to find craft materials that don't stain most do.

This Policy was adopted by the Bumblebee Children's Charity on

Signed on behalf of the Management Committee

September 2015.....

September 2016.....

September 2017.....

September 2018.....

Name of signatory

Role of signatory