

Welcome to the Upper Tweenie Unit



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At Wells House Kindergarten

WELLS HOUSE KINDERGARTEN.

Upper Tweenie unit (approx 2 ½ - 3 ½ years)

Welcome to the Upper Tweenie unit. This booklet is designed to help parents have a greater understanding about the Upper Tweenie unit activities. It is intended to give parents more information before each child moves onto the next stage of their development at Wells House.

Upper Tweenie Unit staff.

Miss Emma Grimshaw NNEB is Upper Tweenie Officer.
Mrs Karen Kelly NVQ 2&3 is the Upper Tweenie officer

Mrs Karen Kelly NVQ 3 is the Tweenie Co-ordinator.
Mr Liam Pierce & Mrs Linda Pearce-Hicks are our swim teachers.

Upper Tweenie Routine.

Each child will have settling in periods into this room like in all other units. This will enable the children to make the transition slowly and at their own pace and be slowly introduced to the routine and new peer group. It also enables staff to assess each individual child on a one to one basis. Within this room we are limited to a maximum number of 8 children at any one time. Staff are available to show parents around the room and view the equipment and resources that are available for this age group. Children are encouraged to continue to bring in slippers to wear throughout the day to create a homely atmosphere. Please also to bring in Wellington boots, hats, gloves scarf's, sun creams and sun hats. These can all be kept in the child's pump bag on their peg.

Special Educational Needs:

All activities carried out in Wells House will always be adapted for any child that needs help or support. We have a special educational needs policy, which follow; this is displayed on the parent's notice board and is in parents' handbooks. Parents will always be involved if any child needed any additional support and equipment can be accessed to help with this support.

Equal Opportunities.

As in all rooms the upper Tweenie Unit works under the equal opportunities. We encourage all children to participate in all areas of play. No child will be excluded from an activity because it is deemed "not right". We believe it is the child's own right to decide what they wish to play with.



Education.

In the Upper Tweenie unit staff follow the guidelines for The early Years Foundation stage Every Child matters. This helps the children develop in all areas of learning ready for the transition to the pre schoolroom. The curriculum areas of learning are as follows:

- Personal, Social & Emotional Development
- Communication, language & Literacy
- Problem solving, Reasoning & Numeracy
- Knowledge & Understanding of the World
- Physical Development.
- Creative Development

All activities carried out in the upper tweenie unit have a focus under one of these outcomes. All activities will promote language and communication, there is endless scope for this area of development and is an on going process.

Planning:

Planning is carried out using long, medium and short term planning.

Long Term Planning: This is the yearly themes that each room carry out; it covers a different theme each month. Also there are main aims for each theme, which through the medium term planning the children will have the opportunity to experience. These are displayed in every room with the short term planning.

Medium Term Planning: The medium term planning is the activity sheets that the upper tweenie staff complete for each theme. They have a main aim of the activity along with which area of learning is targeted. These are evaluated, extra activities are logged and any notes for assessment are logged on these. Each child has a number to ensure confidentiality is maintained at all times. These are displayed on the planning board in the hallway.

Short Term Planning: Weekly play plans are completed and displayed in each room. These have time slots where a variety of equipment and activities will be carried out. Children have the opportunity to access their own choice of toys at different times through the day.

Circle time.

Every day before each mealtime the children are encouraged to participate in circle time. This is only for 15 minutes at any one time and helps develop concentration and each child's attention span. It is a time to learn about various themes, have group discussions, and continue Jolly Phonics recognition or other recognition cards.

Jolly Phonics.

At Wells House we follow the Jolly Phonics scheme. The children will be introduced to the sound and the action it makes, there is a board in the room which has work relating to the sound and objects that make the same sound this is changed every two weeks. This enables the children to understand the correct formation and sound recognition and complete workbooks with letter formation.

A list of the actions & sounds is available for any parent who wishes to practise with their child at home. The children will however practise the sounds on a daily basis during periods such as circle time.

Progress Reports.

These are completed by your child's key worker named on the back of this booklet. Each child has a file, which comprises of pieces of evidence to show your child's development. We carry out simple but informative tick lists covering all the areas of learning. All these forms are available for you to access at any time.

The Room Layout.

The room has two areas inside; this is a carpet area and also a lino area. On the Lino area the Upper Tweenie unit children can participate in messy activities such as painting, baking, sticking, playdough and cutting. This area is designed to ensure it is non-slip and therefore not a risk to the children. The carpet area is designed for the children to carry out floor play activities such as construction toys, role, play, tracks and cars.

There is a small book corner where the children can sit quietly and read books or just have a quiet period away from the busy activities. However role-play can be carried out using the whole carpet area as a specific activity. Toilets are situated in the cloakroom. There are sinks for children to wash their hands and brush their teeth after meal times.

Outside is a covered area where the children can go out daily and use the sand and water tray as well as a painting easel. There is a playhouse outside in the play area where children can develop their imagination and continue with role-play activities. The outside area is available to all the children. The children have the opportunity to use the large climbing equipment, the small sports equipment and the road area for bikes.

All the equipment is on child level and therefore allows the child to develop their imagination and allow freedom choice.

Daily Information.

Daily information is recorded in the hand over diary. The menu is displayed on the front door of the nursery but is also written in the diary with the amounts each child has eaten. Other information such as sleeps; accidents reports, nappies or achievements will be logged in the diary for staff to feedback to parents each night. Staff are available for parents to talk to at any time throughout the day. However there is always a member of management available should the need arise. Monthly reports are written each month, which informs parents of what their child will have the opportunity to experience and also what they will be working towards in the following month, parental involvement is always welcomed.

Sleeps.

Some children still require a nap within this room. The children will have sleeps in the toddler or Lower Tweenie unit. Each child has their own bed with their own sheet and head slip. Any comforters a child may have for sleep are encouraged to be brought in. The children are made comfortable for their sleep with soft lullaby music being played. All children are monitored during sleep and room temperatures and a risk assessment are carried out at every sleep.

Swimming.

Swimming takes place at a local private swim school called Ivy Bank. It is situated in Prestwich and has a small pool. The children attend in groups of 8 or 5 on either a Monday, Wednesday or Friday afternoon. The children are encouraged to learn to be confident in the water, swim using the correct technique and will carry out various badges.

There is a cost of £55 for 12 lessons which is payable by parents should they wish their child to attend. The nursery provides transport along with the swim school, with both cars being fully insured for carrying children and also with a full MOT, and the driver having a full driving licence.