



## TERM DATES

### AUTUMN 2011

Wednesday 7<sup>th</sup> Sept to Thursday 20<sup>th</sup> October  
Monday 31<sup>st</sup> Oct to Friday 16<sup>th</sup> December

### SPRING 2012

Tuesday 3<sup>rd</sup> January to Friday 10<sup>th</sup> February  
Tuesday 21<sup>st</sup> February to Friday 30<sup>th</sup> March

### SUMMER 2012

Tuesday 17<sup>th</sup> April to Thursday 31<sup>st</sup> May  
Monday 11<sup>th</sup> June to Wednesday 18<sup>th</sup> July

**Inset Days:** Friday 21<sup>st</sup> Oct 2011; Monday 20<sup>th</sup> February 2012 Monday 16<sup>th</sup> April 2012  
Friday 1<sup>st</sup> June 2012; *Additional Bank Holidays during Term Time: Monday 7<sup>th</sup> May 2012*

**TRANSITION TO SCHOOL** The Early Years Teacher will invite Pre-School children and parents to School before children start. Call the school for more information on 01908 551253.

**TRIPS AND OUTINGS POLICY** We have a policy for outings which includes seeking parental consent, transportation and medical issues.

**UNCOLLECTED CHILD POLICY** In the event that a child is not collected by an authorized adult at the end of a session, our Pre-School puts our agreed Policy into practice.

**VALUING DIVERSITY AND PROMOTING EQUALITY POLICY** We are committed to providing equality of opportunity for all children & families. See our full policy.

**VILLAGE HALL COMMITTEE** For general enquiries about the Village Hall ☎ 01908-551337.

**VOLUNTEERS** Our Pre-School is a parent-run, community based group and all voluntary assistance from parents is very much appreciated.

**WORKING IN PARTNERSHIP WITH OTHER AGENCIES POLICY** Our Pre-School works in partnership with local and national agencies to promote the well-being of all children. This Policy includes full details.

# PARENTS HANDBOOK

## Autumn 2011

[www.stokegoldington-preschool.co.uk](http://www.stokegoldington-preschool.co.uk)

Registered charity no: 1026756

# INTRODUCTION

This handbook is intended as a quick reference guide to issues involving the Pre-School. It is laid out as an A to Z. If you have any comments or wish to see additional material included in the handbook please speak to either the Chairman or the Playleader. All information is correct as far as we know at the time of publication.

## USEFUL INFORMATION

**Stoke Goldington Pre-School & Village Hall**  
**07716-967723**

**Kate Kemish (Chairman)**  
**01908-551278**

**Louise Manning (Admissions Officer)**  
**01908-612751**

### STAFF

**Play Leader:** Vicky Cartwright  
**Deputy/Key Person:** Lois Hallam  
**Key Person/SENCO:** Teresa Postawa  
**Key Person:** Elly Sapwell  
**Play Assistant:** Angela Clarke  
**Play Assistant:** Anne O'Donoghue

Members are required to have enhanced Criminal Records Bureau disclosure. We store this information according to CRB guidelines. See the policy.

**SENCO** (Special Educational Needs CO-ordinator) A named individual on the staff who coordinates the operating of the provision to the Code Of Practice for Special Educational Needs. Our SENCO is Teresa Postawa.

**SICKNESS, DIARRHOEA & UPSET TUMMIES** Should your child have sickness or diarrhoea he/she must **be kept away from Pre-School until 48 hours AFTER the LAST bout** of sickness or upset stomach. This is particularly important to prevent spread of infection amongst very young children at Pre-School and their families.

**STAFF IN SETTING ALONE POLICY** This Policy details our procedures for when a member of Staff is working in the setting alone. Please read the full policy.

**STUDENT PLACEMENTS POLICY** We recognise the importance of placement based training and have a Policy which details our views.

**SUPERVISION OF CHILDREN ON OUTINGS AND VISITS POLICY** This Policy details our staff's procedures to ensure children are kept safe on outings.

**SUPPORTING CHILDREN WITH SPECIAL EDUCATIONAL NEEDS POLICY** We provide an environment in which all children, including those with special educational needs, are supported to reach their full potential.

**THE ROLE OF THE KEY PERSON AND SETTLING-IN POLICY** We believe that children settle best when they have a Key Person to relate to, who knows them and their parents well, and who can meet their individual needs. Our Policy sets out the model for developing a Key Person approach. Please read our full policy.

**POLICIES AND PROCEDURES** A full set of the Policies and Procedures in place at Pre-School is available for parents to view in the Parents information file in the foyer. It is a requirement that all parents sign a form to confirm they have read and are happy to adhere to all Policies and Procedures when their child starts Pre-School.

**PRE-SCHOOL LEARNING ALLIANCE** can offer advice on all aspects relating to Pre-Schools. Contact: 2 Burners Lane, Kiln Farm, Milton Keynes, Bucks. Tel: 01908-266684 **Pre-School Contacts: Emma Watson/Lydia Evans.** Help for all aspects of running a Pre-School, including training, special needs, legal and staffing issues etc.

**PROGRESS RECORDS** A record of your child's development is continually made using their Progress Records. These are directly linked to the curriculum (see under this heading) and document certain achievements starting from their third birthday up

until the end of the reception year. The Progress Record is available for you to discuss at any time with your child's Keyworker.

**PROVIDER RECORDS POLICY** This Policy details all of the records we keep for the purpose of maintaining Pre-School as a business. Our records are regarded as confidential and maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

**RECORDING AND REPORTING OF ACCIDENTS AND INCIDENTS POLICY** Pre-School follows the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and injuries. Please read the full Policy.

**REGISTRATION CERTIFICATE** This certificate was issued to us by Social Services in 1995 when we transferred from being a playgroup to a Pre-School. Registration continued under Social Services until September 1995 when Ofsted took over the regulation of all care settings. Ofsted will re-issue our registration certificate following our next successful inspection.

**RISK ASSESSMENT POLICY** As part of the safety standards we are required to meet we perform a risk assessment of potential hazards. This is reviewed regularly and risks are minimised through the use of policies and procedures or by safety equipment/devices. The current Risk Assessment report is available in the Parents Information folder.

**ABSENCE** If you know your child will be absent from Pre-School for a holiday or other engagement please let the Playleader know. For fee-paying children the fees are still due on any absences.

**ACCIDENTS** Any accidents that occur at Pre-School are recorded in the Accident Book and shown to parents at the end of the session. The parent signs the book and takes the duplicate copy for their information.

**ACHIEVING POSITIVE BEHAVIOUR POLICY** Our Pre-School 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. See our Policy for detailed information.

**ADDRESS OF PRE-SCHOOL** The address of Pre-School is: Stoke Goldington Pre-School, Village Hall, High Street, Stoke Goldington, Newport Pagnell, Bucks, MK16 8NP. However, for correspondence a committee member's address is preferable.

**ADMINISTERING MEDICINES POLICY** Whilst it is not our policy to care for sick children, Pre-School agrees to administer medication as part of maintaining your child's health and well-being or when they are recovering from an illness.

**ADMISSIONS POLICY** We aim to make our Pre-School genuinely accessible to children and families from all sections of the local community. We arrange our waiting list in date of birth order, although may also take into account the vicinity of the home to the Pre-School and siblings already attending.

**ADVERSE WEATHER CONDITIONS POLICY** This policy details our procedure used to decide upon closure in the event of adverse weather conditions (ie. snowfall, hurricane force wind strength) and how we inform parents.

**ANIMALS IN THE SETTING POLICY** Occasionally pets are brought into the setting for the children to learn about living creatures. We ensure these visits are managed in accordance with sensible hygiene and safety controls - please read the full policy.

**ANNUAL GENERAL MEETING** The Annual General Meeting takes place during the Autumn term. Members of the committee are elected, the accounts for the year and reports from the committee and the Playleader are presented.

**ARRIVAL PROCEDURE** On arrival the children leave their coats & wellies etc., on the coat stand in the foyer and their bag with spare clothes/nappies on the hooks in the foyer. The parent/carer takes the child to sit at their Key Person table and the child sits down on the chair by their name. Parents/carers may have a brief discussion with their child's Key Person if they wish, before saying goodbye to their child and leaving the hall. The chain on the internal door must always be put back. Please note that the external doors will be locked 15 minutes after the start of the session. If you know you are going to be late arriving please inform a member of staff.

**CHILD INFORMATION SERVICE** The CIS was set up to liaise between the local authority (Milton Keynes Council) and Ofsted. Telephone: 0800-035 0335.

**CHILDREN'S RECORDS POLICY** Pre-School keeps both Developmental Records and Personal Records for your child along with certain other records that are legally required to be kept.

**CHILDREN'S RIGHTS AND ENTITLEMENTS POLICY** This Policy details how our Pre-School promotes the children's right to be 'strong, resilient and listened to.'

**CLOTHING** Please remember that children are involved in many activities at Pre-School, some of them very messy. The children have permanent access to a secure, outdoor play area with many activities outside. Please ensure your child has suitable old clothing for activities and for hot days (sun hats) and cold days (wellies, hats/scarves/gloves). Please see that all items of clothing are clearly named.

**COLLECTION PROCEDURE** The main entrance is unlocked shortly before the end of the session to enable parents to wait in the foyer area. A member of staff will then hand your child to you. Once again there is an opportunity for you to speak to your child's Key Person if you wish to. **IMPORTANT:** If you are not going to collect your child you **MUST** inform the staff of your authorised delegate. In addition, we ask parents to complete an Authority to Collect form, giving details of any persons whom you may wish to collect your child.

**NURSERY GRANT FUNDING** Nursery grant funding is automatically available to any child in the term after their 3rd birthday. For that term and any after parents need to sign a declaration form which states for how many sessions per week the grants are being claimed. The treasurer then claims the nursery grant on your behalf. The nursery grant is a fixed amount per term pro rata the number of sessions attended.

**OFSTED** The Office of Standards in Education, part of the DfES, forms the regulating body for all registered Pre-Schools. A Pre-School must be registered in order to receive funding for 3 and 4 year olds and in doing so agrees to abide by a set of 14 standards. Ofsted can advise parents on aspects of Pre-School and early education. Helpline: 0300-123 1231.

**OFSTED INSPECTION** Ofsted regulates care as well as education in the settings. To regulate Pre-Schools Ofsted carries out a periodic inspection. Settings which are inspected with none or only minor shortfalls are re-inspected after two to four years, for more major shortfalls a re-inspection period of one to two years is typical. Ofsted has the power to close a Pre-School if very serious shortfalls are found. Pre-School was last inspected in 2008.

**OFSTED REPORT** The latest Ofsted inspection report is available for parents to view in the Parents Information File in the foyer.

**PARENTAL INVOLVEMENT POLICY** We believe that children benefit most from early years education and care when parents and Pre-Schools work in partnership. This Policy details our procedures to ensure all parents are included and informed.

**PARENTS HELP ROTA** In order to maintain our staff/child ratio, our rota system requires all parents to be involved in helping out with the group approximately one morning per Half Term. Our staff rely on this additional help from parents. Our Parent's Help Co-ordinator manages this Rota.

**PHOTOGRAPHS** We take photos of the children at play to demonstrate their achievements within the curriculum. Parents are asked for their consent for this use on admission. We keep a folder of photos for parents to view on the front table and photos displayed on notice boards for general viewing.

### **MAINTAINING CHILDREN'S SAFETY AND SECURITY ON PREMISES POLICY**

This policy details our procedures for ensuring your child's personal safety and security whilst at our Pre-School. Please read the full Policy.

**MAKING A COMPLAINT POLICY** We welcome suggestions on how to improve our Pre-School and this Policy details how to express any concerns about the setting.

**MANAGING CHILDREN WITH ALLERGIES, OR WHO ARE SICK OR INFECTIOUS POLICY** When your child starts Pre-School you are asked if he/she suffers from any known allergies and you are required to detail these on your registration forms. This Policy also details how long to keep your child at home after diarrhoea or sickness and how the Pre-School informs parents if your child falls ill during a session.

**MEETINGS** Committee meetings are held every half-term & all parents are encouraged to attend. Additional meetings are held when required concerning marketing, staff liaison, fundraising, school liaison etc.

**MISSING CHILD POLICY** Children's safety is maintained as the highest priority at all times both on and off premises. In the unlikely event of a child going missing, our missing child procedure is followed. Please read the full policy.

**NAPPY CHANGING POLICY** We are able to accommodate children who are not yet toilet trained and are happy to work with parents towards toilet training. Please read the full Policy.

**NEWSLETTERS** Newsletters are generated both by the staff team and by the committee usually on a half-termly basis

**NO-SMOKING POLICY** Pre-School is a no-smoking environment both indoor and outdoor.

**NON PRE-SCHOOL CHILDREN POLICY** For insurance reasons we do not allow children under 2 to be present at Pre-School except during dropping off and collecting. Additionally, any children over the age of 5 must be accompanied by their parents and must not be ill in any way. Read our policy for details.

**COMMITTEE** As a registered charity, the Pre-School is run by the parents who form the management committee. The committee is elected annually at the AGM and we rely on all parents to help in some way. The committee is responsible for the management of the Pre-School and its finances along with the employment & appraisal of the members of staff. Please see Contact Information for current members of the committee.

**CONFIDENTIALITY AND CLIENT ACCESS TO RECORDS POLICY** We take care of how information obtained by Pre-School is used. Please read our full policy.

**CONSTITUTION** This is available for all our members and gives general information about how the Pre-School is run. The constitution can be found in the Parents Information File on the front desk.

**CONTACT INFORMATION** The following list provides contact numbers for the Pre-School and committee:

Pre-School & Village Hall	07716-967723
Kate Kemish (Chair)	01908-551278
Samara King (Treasurer)	01908-551867
Louise Manning (Admissions Officer)	01908-612751
Piper O'Donnell (Secretary)	01234-240229
Hannah Sceats (Parents Help Co-ordinator)	01908-551530
Naomi Brock (Fruit & Snack Purchaser)	01234-711280
Mark Prime (Fundraising Co-ordinator)	01908-551694

**(please note that these positions may change after the AGM)**

**CURRICULUM** From September 2008 our curriculum has been following the Early Years Foundation Stage. All activities develop one or more of the six areas of learning: 1) Personal Social and Emotional Development, 2) Communication, Language and Literacy, 3) Problem solving, reasoning and numeracy, 4) Knowledge and Understanding of the World, 5) Physical Development and 6) Creative Development. More information is available by reviewing your child's Progress Record.

**EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP** The Partnership co-ordinates the Government funding grants and offers training support. Contact: Galley Hill Education Centre, Galley Hill, Stony Stratford, Milton Keynes MK11 1PA. Tel: 01908-253533. **Early Years Officer: Sally Megram**

**EMPLOYMENT AND STAFFING POLICY** This Policy details our staffing ratio:- (children aged two years: 1 adult:4 children; and children aged three to school age: 1 adult:8 children) as well as our vetting procedures, training and staff development and contingency plans in the event of staff absences or emergencies. Please read the full Policy.

**EXCLUSION OF SICK CHILDREN** Every parent should have regard to our exclusion guidelines as referred to in the Managing Children with Allergies, who are Sick or Infectious Policy. If your child becomes ill or displays any symptoms of illness you must refer to the guidance. A full list of excludable illnesses and current exclusion times is obtainable from [www.patient.co.uk](http://www.patient.co.uk) which includes common childhood illnesses such as measles.

**EXTRA SESSIONS** For extra sessions you must speak to the Playleader to check availability and pay the fees for the session on the day.

**FEES** When a child is registered we request a £20 contribution towards administration costs for your child's admission and for administration of Nursery Education Grant (NEG) funding once your child reaches 3 years old. The £20 entitles your child to a hat and book bag once they start Pre-School. Prior to receiving the NEG our fees are £9 per session. Children receive the Nursery Education Grant (NEG) from the term after their 3rd birthday and NEG funding now covers 15 hours per week for 38 weeks of the year. Fees are payable to assure the child's place for the half-term and are not redeemable in the event of any absences. Fees are payable half-termly within two weeks from the date of the invoice. There is a 10% discount for a second child when you have two fee-paying children at Pre-School. **NOTICE PERIOD:** A full half-term's notice is required in advance on leaving or fees will be incurred.

**FIRE SAFETY AND EMERGENCY EVACUATION POLICY** We operate the highest possible standard of fire precautions. Our emergency evacuation procedures are displayed in the premises and **A FIRE DRILL IS PRACTISED TWICE EACH TERM.**

**FIRST AID POLICY** A first aid kit is always available and will be administered by a trained first aider. At least 1 staff member with current first aid training is available at any one time.

**FIRST SCHOOL** We are closely linked with Stoke Goldington C of E First School. Contact: High Street, Stoke Goldington, Newport Pagnell Tel: 01908-551253. **Head Teacher: Mrs Kathryn Crompton.**

**FOOD AND DRINK POLICY** We aim to cater for the dietary needs of all children. Fruit along with healthy snacks such as crackers & cheese, breadsticks and milk/water are provided as a mid-morning snack. Water is also freely available for children to help themselves to. Your child's dietary needs are established via the application form, and should be updated accordingly. Please advise the staff if your child has any food allergies.

**FOOD HYGIENE POLICY** Pre-School maintains the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food for the children's snacks.

**FUNDRAISING** The Pre-School relies on substantial amounts of fundraising and we rely entirely on parents for this important task. We welcome any help & support offered.

**HEALTH AND SAFETY GENERAL STANDARDS POLICY** Our Pre-School aims to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable children to thrive in a healthy and safe environment. Our member of staff responsible for health and safety is Lois Hallam. Please read our full policy.

**INDUCTION OF STAFF, VOLUNTEERS AND MANAGERS POLICY** We offer a written induction plan for all new staff to fully brief them about the setting.

**INFORMATION SHARING POLICY** This Policy sets out our responsibility regarding gaining consent to share information from parents and when it may not be sought, or overridden.

**INSURANCE** The Pre-School carries a full insurance policy and this can be viewed by contacting the chairman. The current certificate of insurance is displayed in the foyer.

**KEY PERSON GROUPS** Every child is allocated to a Key Person group upon starting Pre-School - this will be either the red, blue or yellow group. Red group Key Person is Teresa Postawa; Blue group Key Person is Lois Hallam and Yellow group Key Person is Elly Sapwell.

**LOOKED AFTER CHILDREN POLICY** Our Pre-School is committed to providing quality provision based on equality of opportunity for all children and their families. This Policy details our commitment to children who have been taken into care or accommodated by the Local Authority.

**LOST CHILD POLICY** Our Pre-School has policies and procedures to ensure that a child is never able to leave the group unaccompanied. However, we recognize that a serious risk exists should this ever happen. Our procedures for dealing with a missing child are detailed in the Missing Child Policy. Please read this policy for full details.