



## TERM DATES

### SPRING 2009

Tuesday 6<sup>th</sup> January to Friday 13<sup>th</sup> February  
Monday 23<sup>rd</sup> February to Thursday 2<sup>nd</sup> April

### SUMMER 2009

Monday 20<sup>th</sup> April to Friday 22<sup>nd</sup> May  
Tuesday 2<sup>nd</sup> June to Thursday 16<sup>th</sup> July

Inset Days: Monday 5<sup>th</sup> January '09  
Friday 3<sup>rd</sup> April '09  
Friday 17<sup>th</sup> July '09  
**There may be additional inset dates to be advised.**

**TOYS** We aim to maintain a good selection of toys and equipment for children to use whilst at Pre-School. If you have any ideas or suggestions, have any toys to donate (if suitable), or can help with repairs, acquisitions or making things please see the Playleader.

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

**TRIPS AND OUTINGS POLICY** We have a policy for off-site outings which includes seeking parental consent, transportation and medical issues. We are unable to provide care for those children opting not to join an outing or trip.

**VILLAGE HALL COMMITTEE** The management committee are responsible for the Village Hall. For general enquiries about the Village Hall contact the Co-ordinator Alex Mitchell on 01908-551337.

**VOLUNTEERS** Our Pre-School is a parent-run, community based group and all voluntary assistance from parents is very much appreciated. Rotas are in place to enable parents to become involved with daily requirements and a number of volunteer posts exist on the committee which takes care of the overall running of Pre-School. A full list of the responsibilities can be obtained from the Chairman.

# PARENTS HANDBOOK

## SPRING 2009

[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. This handbook will be re-issued on an annual basis and you may obtain updated information to add as it becomes available.

## TELEPHONE NUMBERS

Stoke Goldington Pre-School & Village Hall  
(01908-551576)

Alison Howkins (Chairman)  
(01908-551988)

**SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY** Our Pre-school will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. This policy details the key commitments of the Pre-school Learning Alliance policy for safeguarding children.

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

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

**SETTLING IN AT PRE-SCHOOL POLICY** You are welcome to stay with your child during their settling in period. Please read our full policy.

**SICK CHILDREN POLICY** We operate an exclusion guideline for children displaying symptoms of illness. This ensures that other children in the group are not put at risk from prolonged exposure to illness. A child should only be admitted to Pre-School if they can be described by the 'well child' definition in this policy.

**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 operation of the Pre-School to this policy and the Code of Practice to which it refers is the responsibility of the SENCO.

**STAFF Playleader:** Vicky Cartwright, **Deputy:** Lois Hallam, **Assistants:** Teresa Postawa, Julia Bates, Angela Clarke.

**STAFFING AND EMPLOYMENT POLICY** A high adult to child ratio is essential in providing good quality Pre-School care. Please read our full policy.

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

**TELEPHONE** The telephone number of the Village Hall is 01908-551576. Please ensure your contact details and those of a second contact are always up to date.

**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: 01908-263700 **Pre-School Development Worker: 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.

**RECORDS** There are certain records which we need to keep regarding your child and you. These include the family name and address and contact details. In addition, we ask for information such as dietary and medical needs, and ask for a signed consent for medical treatment. We also keep a record of your child's development and any incidents, accidents and medications involving your child. All these records are strictly confidential.

**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** 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. The accident book is reviewed regularly as part of the risk assessment.

**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.

**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.

**AIMS AND OBJECTIVES OF PRE-SCHOOL** A brochure outlining the long term aims of the Pre-School is available for parents to view on the front desk.

**ANNUAL GENERAL MEETING** The Annual General Meeting takes place annually 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. All parents are welcome to attend.

**ARRIVAL PROCEDURE** On arrival the children leave their coats etc., on the hooks in the foyer. The parent/carer takes the child to sit at their Keyworker table (either red, blue or yellow group) and the child sits down on the chair by their name. Parents/carers may have a brief discussion with their child's Keyworker 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 on your previous session. Please inform the staff if someone else will be collecting the child (see Collection Procedures).

**BEHAVIOUR MANAGEMENT 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. We aim to teach children to behave in socially acceptable ways and to understand the needs and rights of others. See our Policy for detailed information.

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

**CLOTHING** Please remember that the 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 and many activities take place outside. Please ensure your child has suitable older clothing for activities and clothing for hot days (sun hats) and colder days (wellies, hats/scarves/gloves). Wellies should be put on the floor in the foyer so that the staff can easily find them. Please see that all items of clothing etc., 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 let parents into the hall to collect their child. Once again there is an opportunity for you to speak to your child's Keyworker 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.

**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 five members of staff. Please see Contact Information for current members of the committee.

**COMPLAINTS PROCEDURE** If you wish to make a complaint about any aspect of the Pre-School please read our complaints policy.

**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. Stoke Goldington 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. The Inspection reports of all settings are available via the Ofsted website.

**PARENTAL INVOLVEMENT POLICY** We believe that children benefit most from early years education and care when parents and Pre-Schools work in partnership. Our aim is to support parents as their child's first and most important educators by involving them in their children's education and in the full life of the Pre-School

**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. This enables you to see at first hand what takes place in Pre-School as well as providing valuable support. If you cannot make your session due to sickness or unforeseen circumstances on the day please let our Parents Help Co-ordinator or Chairman know by phone as soon as possible in the morning. If you know in advance you are unable to provide assistance during a session we may require a fee to cover the employment of a relief helper for that morning. A typical schedule for the morning is shown below:

8.45am	arrive and help the staff set-up the equipment
9.15am	assist in welcoming the children and play with them
10.30am	assist the staff in preparing for snack
12.00pm	assist with cleaning and tidying up

**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 are periodically displayed on notice boards for general viewing.

**MEDICAL BACKGROUND** The medical form includes information relating to your child's medical history, such as major illnesses, immunisations and allergies etc. In a medical emergency it gives staff the consent to act when a parent cannot be contacted.

**MEDICATION** If your child requires medication during Pre-School hours a form has to be completed giving details relating to the administration of medicine to the child. Training may be required in the case of specialist medication.

**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.

**NEWSLETTERS** Newsletters are generated both by the staff team and by the committee usually on a half-termly basis. Contributions may be made to the committee newsletter by contacting the editor.

**NON-COLLECTION OF CHILDREN POLICY** We have a procedure for if a parent or authorised adult fails to collect a child. In summary, if the child is not collected within half an hour of the end of the session, and no other arrangements have been made, then the child and their contact information will be taken to the First School. If no contact has been made with two hours then Social Services will be called. Please read the full policy.

**NON PRE-SCHOOL CHILDREN POLICY** For insurance reasons we do not allow children under 2 ½ 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.

**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: 08456-404040.

**CONFIDENTIALITY POLICY** We take care on 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	01908-551576
Alison Howkins (Chair)	01908-551988
Kate Kemish (Vice Chair & NEG Funding Co-ordinator)	01908-551278
Paul Jesson (Treasurer)	01908-551665
Annie Lovell (Secretary)	01908-551149
Liz Betteridge (Parents Help Co-ordinator)	01908-551080

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

**CURRICULUM** From September 2008 our curriculum follows 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**

**EMERGENCIES** We have a number of policies & procedures to deal with emergencies eg: fire, medical emergency, and lost or uncollected child.

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

**EQUIPMENT AND RESOURCES POLICY** We aim to provide children with resources and equipment that help to consolidate and extend their knowledge, skills, interests and aptitudes. Please read our full policy.

**EXCLUSION OF SICK CHILDREN** Every parent should have regard to our exclusion guidelines as referred to in the Sick Children Policy. If your child becomes ill or displays any symptoms of illness you must refer to the guidance and discuss with the Playleader a suitable length of absence. We will not accept a child at Pre-School who displays symptoms of un-treated or un-resolved illness.

**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** A £15 registration fee is payable with your application which entitles you to a school hat and bag when your child starts. Children receive the Nursery Education Grant (NEG) from the term after their 3rd birthday. You can claim up to 5 FREE sessions per week (please note we offer 3-hour sessions, at present we charge £1 per session for the additional half hour the NEG Grant does not cover). Prior to receiving the NEG our fees are £8.00 per session. Fees are payable to assure the child's place for the half-term and are not redeemable in the event of any absences. There is a 10% discount for a second child when you have two fee-paying children at Pre-School. Fees are payable half-termly within two weeks from the date of the invoice. A full half-term's notice is required in advance on leaving or fees will be incurred.

**FIRE SAFETY** There are two main fire exits, i) the main entrance and ii) in the annex by the ladies toilets. (There are a further two exits via the store room at the back of the hall). Two fire extinguishers are located inside the hall at the main entrance (foam for electrical fires) and near to the storeroom door (a high powered water jet). However, you should never attempt to tackle a fire yourself until all persons are evacuated. A call to the emergency services should be made if it is safe to do so. All persons should evacuate through a fire exit and collect on the car park where a register will be taken. **A FIRE DRILL IS PRACTISED TWICE EACH TERM.**

**FIRST AID** A first aid box is always available and will be administered by a trained first aider. Any accidents will be reported in the Accident Book and this information will be given to the parent on the same day. Parents shall sign the book and take a top copy.

**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, carrots & tomatoes and milk/water are provided as a mid-morning snack. Water is also freely available for children to help themselves to at any time during a session. Your child's dietary needs are established via the application form, and should be updated accordingly. We also regularly do cooking at Pre-School; please advise the staff if your child has any food allergies.

**FUNDRAISING** The Pre-School relies on substantial amounts of fundraising and we rely entirely on parents for this important task. We welcome support in the planning stages of events and/or through attendance.

**HEALTH AND SAFETY 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 the children to thrive in a healthy and safe environment. Please read our full policy.

**INCIDENTS** Any incidents occurring at Pre-School, such as those arising from poor behaviour are documented in the Incident Book. This is a duplicate book which parents are asked to sign and retain a copy.

**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 on the Parents Notice board.

**KEYWORKER GROUPS** Every child is allocated to a Keyworker group upon starting Pre-School - this will be either the red, blue or yellow group. Red group Keyworker is Teresa Postawa; Blue group Keyworker is Lois Hallam and Yellow group Keyworker is Julia Bates. Parents/carers and children can turn to their Keyworker for dedicated advice and support.

**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 Health and Safety Policy. Please read this policy for full details.