

Fazeley Pre-school

GENERAL INFORMATION

Pre-school name: Fazeley Pre-school
Address: St Paul's Church Hall, Fazeley, Tamworth, Staffs B78 3RQ
Telephone no: 01827 250894 (between 8.30am - 3.15pm)
Email : fazpreschool@aol.com
Website : fazeleypreschool .com

MISSION STATEMENT

Our aim is to provide a safe, caring, friendly and stimulating environment in which children can learn and achieve their full potential through carefully planned play activities. We believe that children learn best through play, first hand experiences and communication.

Our Early Years Curriculum enables children to develop at their own pace.

At our Pre-school every child is treated as an individual, we respect and value physical and cultural diversity. The welfare of each child is of the utmost importance to us so we operate under strict Safeguarding Children guidelines. We provide a safe, happy, calm but stimulating environment where every stage of your child's development is observed, supported and encouraged by our qualified and experienced staff.

WELCOME

We are very pleased to welcome you and your child to Fazeley Pre-school.

Our aim to provide a warm, friendly and exciting environment in which your child will enjoy learning through play.

We believe that children develop best when Pre-school staff and parents/carers work together. You know your child better than anyone else and you have already helped him/her get off to a great start. We want to continue this work and invite you to talk to us about the needs of your child.

This Welcome Pack explains how our organisation operates. We hope it answers all your questions but if not please feel free to talk to us at any time. We hope you and your child enjoy your time here at Fazeley Pre-school and we look forward to working together.

We hope children will leave our setting with a positive disposition to learning, a love of books/songs/language/rhyme/number and nature, a drive to develop their physical, self care & independence skills and the confidence to communicate and socialise with their peers and adults. We hope parents choose our setting because that is what they want too.

BACKGROUND & HISTORY

Fazeley Pre-school has been part of the community for over 25 years. During this time it has provided hundreds of children with an early years education and prepared them for school. Over the years the Pre-school has also provided opportunities for local employment and the chance to gain experience and qualifications in childcare. Students have gained work experience and gone on to further their careers in the profession. We are proud to be part of the local community and the strong links with have with our local school, Millfield.

We are now situated in a lovely new building, St Paul's Church Hall. We moved in April 2011 and since then have been busy developing our wonderful outdoor area.

QUALITY STATEMENT

We will ensure the continuing high quality of our provision by :

- Inspection and registration by Ofsted
- Providing equal opportunities for children, parents and staff.
- Treating each person as an individual by respecting and valuing cultural and physical diversity and challenging stereotypes
- Working within Safeguarding Children Guidelines to ensure the welfare of the children in our care
- Adhering to policies on Health & Safety to ensure the welfare of children, parents and staff
- Monitoring and maintaining the safety of our equipment
- Providing a curriculum which enables children to develop in all areas of learning at their own pace
- Providing and evaluating activities which encourage children to learn through play, first hand experiences and communication
- By using a keyperson system, monitoring and helping children to progress
- Building a working partnership with parents/carers by keeping records of children's development and providing progress reports for parents/carers. And by being available to discuss individual children with their parent/carers when necessary
- Encouraging parents to support the Pre-school by attending meetings, joining the Pre-school committee, sharing ideas, comments and suggestions
- Ensuring that all personal information is kept in the strictest confidence
- Ensuring that our staff are experienced and qualified and that they continue best practice by accessing regular training
- Monitoring the quality of teaching and interaction of the staff with the children by observation, supervision and staff appraisals

Opening times

Our Pre-school meets at the following times:

Monday to Friday: 9.00am - 3.00pm

We offer 3 hourly morning or afternoon sessions and 6 hour all day sessions with children bringing a packed lunch

Morning sessions: 9.00am — 12.00pm (doors open at 11.50am for collection)

Afternoon sessions: 12.00pm—3.00pm (doors open at 2.55pm for collection)

We are open for 38 weeks per year during term time

Our Pre-school offers education and care for children below school age and over the age of 2 1/2 years

We are a registered charity: Registration number 1038067

We are a constituted Pre-school in membership of The Pre-school Learning Alliance

We are registered and inspected under the Children's Act by Ofsted

Management & Staff

Currently there are 8 members of staff.

Mrs. Paula Thompson: Pre-school Manager

Paula has been involved with the Pre-school for 23 years, first as a parent helper and later after gaining her Diploma in Pre-school Practice qualification, became the manager 21 years ago. Paula also ran the local Parent & Toddler group for 2 years and worked as a parent helper at Millfield for a number of years.

Mrs. Teresa Cox: Deputy Manager

Teresa has worked at Pre-school for 26 years and also has a DIPP qualification. She has a wealth of experience and has over the years seen lots of changes in the Pre-school Education system.

Mrs. Rachel Smith: Special Educational Needs Co-ordinator (SENCO)

Rachel has a NVQ level 3 qualification in childcare and has worked at Pre-school for a number of years. She has attended numerous Special Educational Needs courses and is always available to give advice regarding additional needs.

There are 5 other members of staff

Playleaders : Mrs. Tracey Illsley , Mrs. Trish Lewis, Mrs Julie Birchall and our newest members of staff, Mrs Amanda Ridge and Mrs Lyndsey Young.

Each member of staff is a keyperson to a small number of children

All the staff are kept up to date with training programmes and refresher courses and are trained to meet the requirements of Ofsted. They are committed to continuing their professional development.

In addition to regular staff we have occasional help from students from local schools and college.

All staff are subject to DBS/CRB disclosure checks

Fees & Funding

Fees are currently £12.00 per am or pm session and £24.00 for an all day session, payable weekly/monthly/half termly or termly in advance.

We ask parents for a voluntary annual registration fee of £15.00 which pays for administration and insurance. As a welcome gift you will receive a Pre-school pump bag for your child to use. For any child who starts Pre-school at the funding age of 3 years, you can choose not to pay the registration fee and only receive compulsory forms and general information.

An agreement form (if applicable) stating how you wish to pay your fees is included in this pack. Please return it before the beginning of term so that a payment invoice can be drawn up.

Fees continue to be payable if your child is absent or is on holiday.

All absences should be reported immediately. If we are not informed of your child's absence on the first day they are away it is our policy (safeguarding) to contact you. A note is needed when your child returns to Pre-school.

Long term illnesses will be dealt with on a personal basis.

Each child's attendance at the group is conditional upon continued payment of any necessary fees and / or eligibility to receive Government funding: please see our Fees and Funding Policy and Agreement.

As part of Staffordshire Education Authority Early Years we are registered to take funded 3 and 4 year olds. Funding starts at the beginning of the term following the child's third birthday. Children are entitled to 15 hours funding per week for 38 weeks per year. Parents can choose to split funding between settings. Further information regarding funding will be given at our open night and at your pre-admission visit.

We are also able to provide Think 2 funded places for eligible children, however our current admissions commence at 2 years 6 months only.

Management and Administration

The Pre-school is a constitutional Pre-school and is run by a voluntary committee, which is made up of staff and people from the local community but mostly from parents.

This ensures that major decision making is in the hands of the parents who use the group. The committee is the registered provider and is responsible for the overall management, reviewing both policy and practice and for the employment and appraisal of members of staff.

Our Annual General Meeting, at which the committee for the following year is elected, is held in February each year and parents will be informed in good time so that they are able to attend.

Security

The safety of children in our care is paramount.

Pre-school is fitted with security locks and staff are in attendance at the door at the beginning and end of sessions.

All children are supervised at all times and staff / child ratio is at least 1/6 for over 3's and 1/4 for under 3's.

We have a number of procedures in place to ensure your child's safety at Pre-school. To ensure that only authorised people can collect your child from Pre-school would you please make sure that you let us know if someone different will be collecting them and supply them with your password so that we can verify their identity. Children are not allowed to leave the premises with anyone other than the authorised person. You will be asked to fill in a form to authorise who can collect your child from Pre-school. Please do-not be offended if at any time we feel the need to verify the identity of the people named on the form.

Parking

Please note that there are parking restrictions outside the church and parking on Millfield School or St Paul's Church car park or the drive leading to the car park is **not permitted**.

How to get to Pre-school

Please use the paths provided, either through the main gate and through the front garden area or via the path through St Paul's Church yard. Please make sure that you keep to the paved areas at all times.

Admissions

Criteria for admission

We take children from the age of 2 years 6 months.

Our waiting list is in age order and priority is given to older children as their need is greater and to those living within the Fazeley area.

Children must be registered in good time to ensure that they are considered for a placement for the following September.

We intake annually in September each year, places are then allocated during the year as and when they become available.

We work closely alongside Millfield School

All children are welcome at Pre-school irrespective of gender, race, language, disability or learning difficulty.

Admissions are monitored to ensure that they are open to all sections of the local community.

Pre-admission

Parents who envisage sending their child to Fazeley Pre-school should request an admissions form so that their child can be registered on the waiting list. Children need to be registered in good time to be eligible for a placement for the following September.

Mrs. Thompson and Mrs. Cox will be pleased to explain admission arrangements.

Children who are offered a placement will be invited along with their parents to visit us during a session before the child starts Pre-school. During this session parents will meet with their keyperson and it is the opportunity for both parents and children to see what happens at Pre-school.

Parents must stay with their child during this session.

We also have an open evening which is for **parents only**. At this meeting there will be a presentation and Welcome Packs will be distributed.

The management team will go through all the paperwork and inform you about the curriculum and other relevant information. There will be opportunity to have a look round Pre-school and have an informal chat with the staff

Early Years Foundation Stage

What does this mean for you and your child?

For all children learning begins at birth. The EYFS helps practitioners to provide appropriate play experiences to enable your child to develop in all areas. It enables practitioners to recognise your child's strengths and areas they need more support to develop new skills. For young children it is important that they are made to feel safe and secure in their surroundings, this is aided by having a 'Keyperson' within the setting who gets to know you and your child well and builds a positive relationship with you both.

The EYFS means that wherever your child is being cared for or educated between 0—5 years they will be following the same set of principles, they will be offered a 'principled play based approach to learning and development'. Young children learn best through play and Early Years Practitioners will be able to provide your child with appropriate play and learning experiences for their stage of development and help them develop new skills. The activities that are provided for young children will underpin the skills they need to work towards the Early Learning Goals in the following areas at the end of their reception year at school.

The seven areas of learning and development that shape the educational programme are important and interconnected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form friendships and thrive.

These three areas, the *prime areas* are:

Personal, Social & Emotional Development

Physical Development

Communication & Language

We also support children in four *specific areas*, through which the three prime areas are strengthened and applied. The specific areas are :

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

Each area is divided up into stages of development and practitioners are able to identify resources and learning opportunities for individual children dependent on their developmental needs.

The EYFS also encourages practitioners and parents and carers to work together to help children develop to their full potential. For you this means, the opportunity for you to input information about your child's development, also if your child attends more than one setting, for example, a childminder and an Early Years setting they are encouraged to discuss your child's development and work together to provide a cohesive care package for you and your child. If your child has a Special Educational Need and/or disability additional information is imbedded in the EYFS to enable practitioners to target work specifically and help children to progress. If you have any further questions about early education or the Early Years Foundation Stage, please don't hesitate to ask.

THREE PRIME AREAS OF LEARNING

PERSONAL, SOCIAL & EMOTIONAL DEVELOPMENT

Making relationships

Self Confidence and self awareness

Managing feelings and behaviour

All the staff will support children's confidence when playing alone or working a part of a group. Good relationships with peers and adults will be fostered by encouraging sharing and turn taking. We aim to build each child's self-esteem by supporting and praising self care and developmental skills. Good behaviour will be praised and ways of dealing with disagreements will be taught in an appropriate way.

Understanding and acceptance of their own and other people's feelings will be encouraged and we hope to foster acceptance and respect for all. A love and enthusiasm for learning will be supported by ensuring that the experiences children have at Pre-school are stimulating, achievable and fun.

PHYSICAL DEVELOPMENT

Moving & Handling

Health & Self Care

Children have the opportunity to develop both gross and fine motor skills during each session. Gross motor development is encouraged by the use of various large and small apparatus. We have outdoor play to encourage physical skills, balancing and spatial awareness. Children join in with music and movement, parachute games, ring games etc. Activities to promote awareness of their bodies and how they work and keeping healthy are also provided.

We have a large range of resources to encourage the development of fine motor skills, puzzles, beads, mark making tools, tabletop activities, construction and malleable materials. This helps them to use tools and mark making equipment effectively which is needed for their next steps in writing.

COMMUNICATION and LANGUAGE

Listening and attention

Understanding

Speaking

Although we have a book corner for use during each session, this area of learning is experienced in all areas of the curriculum, by providing listening activities, books, storytelling, role play, songs, rhymes and poetry etc. They learn to anticipate key events in stories and respond to what they hear with relevant comments, questions and actions. The children are also encouraged to share and extend ideas and experiences both on a one to one level and in small and large groups, thus extending their language skills. Whilst working alongside the children, staff will model how to listen, describe, explain and predict. We encourage children to express themselves and do lots of 'chatting' which helps them to extend their vocabulary.

Four Specific Areas of Learning

LITERACY

Reading

Writing

The literacy skills of reading and writing will be fostered by encouraging a love of books and other reading materials. We have a very well stocked and attractive book corner which encourages the children to 'pick up' a book to read. The recognition of letters and sounds are taught via the Letters and Sounds Programme which teach listening skills and later on phonics, which will help them decode words and read them as they start to link letters to sounds. They also start to understand the structure of books and can talk about the characters in the story etc.

We encourage the children to 'mark make' at every opportunity, not only at our very well resourced graphics table but at all other activities in the Pre-school. Once the children have mastered pencil control, they can begin to use their phonic knowledge to 'write' words in ways that match their spoken sounds. Children are given the opportunity to use writing (mark making) for real purposes and every attempt at mark making is encouraged and valued. Staff will scribe for children when appropriate. We teach children how to recognise and write their names when they have developed the necessary fine motor skills and concepts.

MATHEMATICS

Numbers

Shape, Space & Measure

Although we have a specific 'maths' activity area, again we promote mathematics at all activities. We do lots of counting activities everyday. How many children are here today? How many boys? How many girls? Are there more boys or girls etc. We use lots of different objects both indoors and outdoors to add and subtract with and encourage the children to order numbers and record numbers as they play. We play lots of games making mathematics a fun and enjoyable experience. We compare sizes of objects and use stories to help us to do this e.g. Goldilocks & The 3 Bears etc. We talk about and compare quantities, height, length, capacity and position. We have activities to help the children understand and use patterns and they explore the characteristics of everyday objects and shapes, learning mathematical language to describe them.

UNDERSTANDING THE WORLD

People and Communities

The World

Technology

This area of the curriculum helps children to make sense of the world around them. It provides a foundation for later learning in the areas of history, geography, science and ICT. Children are encouraged to talk about their family, home, community and experiences they have in their everyday lives and about the past, present and future events. They learn about similarities and differences between themselves and others and among different families, communities and traditions.

Science is introduced by a wide variety of objects and materials both man made and natural. Children are encouraged to use their senses and to investigate and observe, ask questions, predict and find out how things work. By the use of simple experiments and cooking activities the children can experience similarities, differences and change. Various opportunities to develop an interest and respect for the environment and living things are presented.

Our Discovery area provides many opportunities for observation of materials and objects and investigations.

ICT is provided by the use of technological equipment such as programmable toys, tape recorders, till, computer, telephones, calculators etc. during activities across the curriculum

EXPRESSIVE ARTS AND DESIGN

Exploring and using media and materials

Being imaginative

In this area we provide opportunities to explore colour, texture, form and space using a wide variety of resources and techniques. By offering painting, drawing, modelling, dough, printing, collage etc. in various ways, children will be able to develop their imaginations, skills and ideas.

Creativity in music is encouraged by the use of a large variety of musical instruments and different styles of music. Children can experiment with sound, singing together, dancing and moving their bodies in response to music.

Role play and drama is supported in different ways, with puppets, dressing up clothes and props, both child led and adult led, using real situations or stories.

All seven areas of learning are covered both indoors and outdoors whenever possible.

Keyperson System

Each family is allocated a keyperson, this is a named member of staff whose aim it is to:

- Ensure that the needs of your child are recognised within Pre-school.
- Be your first point of contact and are always available to discuss your child's development with you, arranging meetings at regular intervals.

They will assist your child to settle into Pre-school by:

- Introducing you and your child to Pre-school, keeping a watchful eye on the child during the initial settling in period, helping the child to integrate into Pre-school as necessary.
- Providing for the emotional needs of the child and reassuring them if they get upset.
- Developing a rapport with you as parents, informing you of the child's activities and being available to answer any questions or queries.

Any information given to a keyperson will be kept in the strictest confidence.

It is important to recognise that a keyperson does not 'shadow' her children throughout the session, liaise only with her group of children or prevent other adults in the group from developing a relationship with her key children. n.b. Your keyperson may not be at all the sessions your child attends, but all the staff get to know each child really well.

Your keyperson will also be responsible for keeping up to date observations and records of your child's development and you are invited to meet with your keyperson for termly meetings to discuss your child's interests and development.

Observations and Record Keeping

In order to identify your child's educational, personal and social needs and to enable us to make decisions on what is in your child's best interest, we aim to observe and keep records. A Pre-school Profile based on The EYFS and the Development Matters is used to record your child's progress. This enables us to know at what stage your child is at in each area of learning and how to help them to 'move on'.

When your child moves on to another setting or school, their Profile, with your permission, will be passed onto them. This ensures consistency of care. Your own comments and observations can be added at any time, Parents are invited to meet with their keyperson once a term to discuss their child's current interests and needs and we will only be pleased to discuss your child's development with you at any time.

Your child's Learning Journey file is sent home at regular intervals so that you can see for yourself how your child is progressing and what they have been doing at Pre-school.

Photographs

Photographs of the children are taken regularly, predominantly for record keeping but also for display, evidence for Ofsted, publicity etc. Please sign the permission slip to say that you agree to photographs being taken. We also take photographs for our weekly photographic blog, giving parents the opportunity to see what we have been doing on a regular basis.

Sharing information with other settings/childminders

Sharing information and interests about your child with other settings and childminders in order to give your child cohesive care and education requires everyone involved to work together as a team. With your permission we will send regular updates to your child's other carers, reporting on your child's development and interests and what they have been learning at Pre-school. In turn we expect the same information from their other setting. Further information regarding the system will be explained by your keyperson.

Meeting with parents

We offer parents a meeting every term to discuss their child's interests and development. This ensures that we get to know the children and their families well. This does not mean that we will not speak to you at any other time. We are always free to discuss any issues or queries with you at any time.

OUR DAILY ROUTINE

TIME	ACTIVITY	DETAILS
9.00am and 12.00pm	Registration and carpet time	The children self register by placing their name card on the board, hanging their coat and bag up and coming to sit on the carpet (book corner) We sing our Welcome Songs, the register is taken and we sit together as a group and may talk about our general topic of the week and the children can also tell us any 'news' that they may have. We look at items in our 'sound of the week' box and what is in our 'mystery bag' and the children are given a general outline of what activities are on offer to play with.
9.15am and 12.15pm	Free play Child Initiated and Adult Led activities	The children have free to access different activities on offer. Activity areas include : Book corner/listening centre/computer, Graphics area, Floor activities. Discovery area, art/craft/messy play area, table top activities, maths area, Home corner/role play area. During this time the staff play alongside the children developing their skills and extending their learning Children have free access to all these activities and the activities are chosen according to children's needs and interests. We may also have an Adult Led Activity, this is a planned activity linked to Development Matters and the Early Years Outcomes Outdoor play is also available, predominantly as 'free flow' play (so the children can choose whether to play in or out) Again, we have a wide range of outdoor activities on offer for the children to enjoy in our wonderful outdoor area
	SNACK BAR SNACK TIME	The snack bar table is available throughout the morning session and children can choose when to have their drink and snack. There is a choice of milk and water and a selection of healthy and nutritious snacks available. The children are encouraged to be independent when accessing the snack bar with staff on hand to help if necessary During the afternoon session the 'afternoon' children have access to the 'snack bar' as above
	Key group time	Staff lead small group activities during the session with their key children
11.50am	LUNCH	Children staying all day go for their lunch with a member of staff. They rejoin the afternoon session when they have finished.(We have one large room so we separate an area near the kitchen to have snack and lunches)
11.20/30am and 2.20/30pm	Group time	We come together as a large group for singing /music/story/ PE/ Music & Movement/ Parachute play/ games etc. or split into smaller groups to take part in adult led activities, planned in response to the topic of the week and children's interests and next steps.
11.50am and 2.55pm	HOMETIME	Children are given their 'work' and any letters etc. to take home

School Terms and Holiday Dates 2014 / 2015

Autumn Term 2014:

Pupils: Tuesday 2nd September - Friday 24th October

Half term Holiday: Monday 27th October - Friday 31st October

Staff & Pupils: Monday 3rd November - Wednesday 17th December

Spring Term 2015:

Staff & Pupils: Monday 5th January - Friday 13th February

Half term Holiday: Monday 16th February - Friday 20th February

Staff & Pupils: Monday 23rd February - Wednesday 1st April

Easter Sunday - 5th April

Summer Term 2015:

Staff & Pupils: Monday 20th April - Friday 22nd May

Closed for May Day: Monday 4th May

Half term Holiday: Monday 25th May - Friday 29th May

Staff & Pupils: Monday 1st June - Friday 17th July

Pupil Total: 190 days 1st September is already fixed as an inset day. Other inset days will be set during the year and parents informed.

Parental Involvement

There is no official parent rota in operation at the present time; this is due to the fact that we have a very good ratio of staff to children. This does not mean that parents / carers are excluded from our sessions. If any parent wishes to help or stay for the occasional session they would be most welcome. Help is usually requested for certain sessions where we need a high ratio of staff such as the Christmas Party, Christmas Play or outings. Information is usually put out when this is necessary. Parents/ carers are sometimes asked to collect scrap materials for craft activities etc a notice is put up in the corridor when particular items are needed. If you have a particular talent or skill you would like to share with the group, we would love to hear from you.

We value our already very good parental partnership and are always looking for ways to improve our Partnership with you.

Quotes from parents of children who have attended Pre-school.

" Lots of different learning activities and staff are always welcoming and friendly"

" Staff are warm, friendly and approachable and I trust them completely with the welfare and education of my child"

" The setting, I feel, has a very healthy learning culture. Every child is encouraged to 'have a go' and achieve. I have seen my son develop considerably during his time at the setting. The staff there are extremely innovative"

" I'm pleased with the approachability of all staff members and the rapport that they have built with the children"

" We are delighted with the progress made by our son since attending Fazeley Pre-school. He has grown from a shy young boy into a confident, outgoing individual and I am sure that his development has a lot to do with the excellent team at the Pre-school"

"A real positive experience for both my son and us as parents. Many thanks to you all"

" Fazeley Pre-school is a wonderful example of how Pre-school Education should be run and we are very thankful to all of the staff for their hard work and dedication"

Committee

Because we are a constituted Pre-school, that is: committee run, we cannot function without parental support. Parents have a vital role in the running and management of the group. The management committee is elected according to the constitution at our Annual General Meeting, which is in February each year. At the A.G.M., we aim to elect a committee and present our annual reports. You will be sent an invitation and an agenda nearer the date. It is very important that you attend, so please come along and have a say in how your child's pre-school is run.

The management committee is the registered person and has overall responsibility for the running of the Pre-school. They are responsible for reviewing both policy and practice, and for the employment and appraisal of staff. They also make all the financial decisions: from what fees to charge, fundraising and what equipment to purchase etc. If you have any comments, questions or ideas please don't hesitate to talk to a member of staff or a member of the committee.

A list of committee members is posted on the notice board.

Policies

Our full set of policies are in the folder in the foyer and copies are available on request . We advise that you do read our full set of policies. We provide parents with an overview of our policies. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed and updated on a regular basis and comments and suggestions from parents are always welcome.

Pre-school Learning Alliance

Fazeley Pre-school is a member of the Pre-school Learning Alliance.

The aim of the Alliance is to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

The Alliance also holds various training events and has literature about all aspects of child development.

Branch Committee meetings take place locally, further information about our local branch of the PLA can be obtained from Pre-school.

For further information about the Pre-school Learning Alliance, send a large SAE for a free publication catalogue to:

Pre-school Learning Alliance, 69 Kings Cross Rd, London WC1X 9LL

Additional Needs

The number of staff present at Pre-school enables us to provide individual attention to each child. Each child is able to progress at his/her own rate in all areas of learning and development, and this is true for children with or without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across a range of special educational needs. If you would like to discuss the groups' ability to meet your own child's special needs, please make an appointment with our SENCO, Mrs. Rachel Smith.

We have a comprehensive Special Educational Needs Policy.

More information can be found via our : Children with SEN and/or Disabilities: What we offer document, which can be accessed via our website or is available in the foyer

Families

Staff are well aware of the needs of children and their families. We are always approachable if problems arise. We are in touch with a vast network of support agencies and can give advice or put you in touch with someone to help you.

A sign of the times is the change of the role of the family unit, divorce, single parenthood, and financial hardship all bear a strain on our children. Being part of our Pre-school group often takes the strain and brings relief to many parents and children.

Never let financial hardship stop you from bringing your child to pre-school, if you are experiencing problems with payments, please see the management team in confidence.

We do not wish to interfere with families, we are here if you need us, however, we do need to know such things as custody orders on a child.

Problems have arisen in the past where a parent who has been denied access to a child has turned up at pre-school to collect them. We will not allow a child in our care to leave unless we know that the child is authorised to be collected by them (see section on security) If we have knowledge of denied access we can prevent such incidents happening. It is therefore imperative that we are made aware who has legal access to your child. This is also an OFSTED requirement.

All information given to us will be treated in the strictest confidence.

Accidents / First Aid

Accidents do sometimes unfortunately occur, all our staff are paediatric first aid trained and minor incidents are dealt with on the premises. In the case of a more serious injury, medical attention will be sought immediately and parents/ carers contacted as a matter of urgency. It is therefore important that we have appropriate medical details and contact numbers in case of an emergency. As required by law we carry a public liability insurance, which is displayed on the notice board. All accidents however minor are reported in our accident/ incident book and all entries must be countersigned by the parent/carer before the child leaves our care.

Injury on Arrival

Any bumps, cuts or bruises sustained at home must be reported to staff on arrival at Pre-school and parents must sign an Injury on Arrival form. This is a stipulation of our Safeguarding Children Policy. If such injuries are not reported by parents on arrival, they will still be recorded by staff, again, as a stipulation of our Safeguarding Children Policy.

Head lice

This can be a sensitive issue but as parents ourselves we recognise the importance of regular checking of hair; staff are always on hand to give advice. Please inform us immediately if your child has head lice so that if we have an outbreak we can inform other parents to check their children. Remember there is nothing to be ashamed of as it is very common and unreported cases soon infect the whole pre-school. Advice on what treatment to use can be obtained from a pharmacy.

Sickness

We should be informed on the first day of your child's absence due to illness. Please see below for our Exclusion Procedure.

Disease / Illness	Minimum exclusion period
Antibiotics prescribed	First 2 days at home
Temperature	If sent home, child must be off for 24 hours
Vomiting	48 hours from last attack
Diarrhoea	48 hours from last attack
Conjunctivitis	Until they have had treatment and eyes no longer weeping
Gastroenteritis	Until authorised by GP
Chicken Pox	7 days from appearance of rash
Measles	7 days from onset of the rash
Meningococcal infection	Until recovered from illness
Mumps	Until swelling has subsided/not less than 7 days from onset of illness
Rubella (German Measles)	7 days from appearance of rash
Head lice	No exclusion but advise that treatment is given to avoid further infection
Impetigo	Until skin has healed
Ringworm	Until cured
Scabies	Need not be excluded once treatment has been given

Behaviour Management

Pre-school like any other organisation needs rules, some are designed for the safety of the children, others are to do with the child's behaviour towards property and concern the well-being of the other children in the group. These rules are explained to the children in their early weeks with us at Pre-school and they are reminded of these rules from time to time as necessary.

Our GOLDEN RULES are posted on the notice board

We have a behaviour management policy that sets out our aims and objectives regarding children's behaviour. If you have any concerns about your child's behaviour please do-not hesitate to talk to your keyperson

Starting Pre-school

Parents / carers will be informed of the sessions offered and the name of the keyperson allocated to the family.

A pre-admission visit is offered prior to the child starting Pre-school

The first days

Each child is individual and therefore the settling in period differs enormously from child to child. Please confer with your keyperson if you have any particular worries about your child settling. Some children take a few sessions to settle satisfactorily, others can take months. If a particular problem is evident, then the staff will work out a routine to benefit the child making it easier for them. If a serious problem occurs and the child is too distressed then it may be advisable to restart the child at a later date. A child who is tense and unhappy will not be able to play or learn, so it is important for parents and Pre-school staff to work together to help the child feel confident and secure within the group.

What to wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are easily washable or not too new.

It is good for children to practice skills that make them independent. Simple clothing that they can **manage themselves** will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes themselves without being too dependent on other people's help.

It would be helpful if your child's name is clearly printed inside their coats, jumpers, cardigans, hats and gloves etc.

Scarves cannot be worn to Pre-school for safety reasons.

We play outdoors a lot so it is important that your child is dressed appropriately for outdoor play. It is also important that they wear **sensible footwear**. We have log stepping stones in the garden and your child will not be allowed to play on them unless they are wearing appropriate footwear. No sandals or open toed shoes allowed.

We do-not allow jewellery at Pre-school for safety reasons.

Pre-school sweatshirts are available at £12.00 each. These are good quality garments and will save your child getting their own clothes messy.

(an order form will be enclosed in the welcome pack) If your child does have a Pre-school sweatshirt please ensure that their name is printed inside.

Upon payment of your registration fee you will receive a Pre-school pump bag. Please bring this to each session with a change of clothes for your child in case of toileting accidents, spillages etc. The bag should be clearly marked with your child's name. Due to lack of storage these bags should be brought into Pre-school daily.

It would also be useful if you could supply your child with wellies to leave at Pre-school. Please put your child's name inside.

Snack time

Your child will be provided with a drink of milk or water and a healthy snack : cereal/ toast and fruit during morning sessions and a selection of healthy snacks and fruit during afternoon sessions. If your child has an allergy and cannot eat or drink these items please let us know. We feel it important to introduce children to a healthy eating regime as soon as possible and encourage them to eat a variety of different foods whilst they are at Pre-school.

We often find that they will try new things if they see everyone else eating them!

If you would like to contribute to the cost of snacks, there is a 'fruit donation money box' next to the name board. We ask for a nominal donation of 20p but of course it is entirely up to you!

Water is available throughout the session and children have free access to it.

Comfort toys

Comfort toys are allowed into sessions but please inform a member of staff so that we know whom they belong to.

Dummies are NOT ALLOWED into sessions : see advice note about dummies in your Welcome Pack

THERE SHOULD BE **NO OTHER TOYS** BROUGHT INTO PRE-SCHOOL

Sweets, crisps etc. are NOT ALLOWED into sessions, please do-not allow your child to bring them as it only causes distress when they are taken off them.

Fundraising

Fazeley Pre-school is a registered charity and as such has fundraising events during the year.

Our fees and funding only cover basics such as rent and wages, so new equipment needed is usually paid for from fundraising events. We have wonderful support from our parents and In the past we have been able to purchase tables & chairs, P.E. equipment, Book boxes and refurbishment of the home corner and graphics area to name a few. During the past couple of years we have raised funds for our new outdoor area.

We would encourage you as parents to take part in our fundraising events in any way you can; it may be by sponsoring your child, or by joining in a fundraising event yourself. Any help in this way would be very much appreciated.

Celebrating Birthdays

We celebrate each child's birthday by singing our birthday song and Happy Birthday, giving them a card and a sticker. In the past parents have brought sweets in to give to the other children in the session. We have stopped this practice as we felt that it was giving the children mixed messages about healthy eating. However, if you still would like to bring something in for the other children to celebrate your child's birthday, things like fruit, packets of dried fruit, cereal bars etc. are acceptable.

Lunches at Pre-school

What sort of lunchbox should I use?

Most children enjoy a commercial lunchbox, however any lidded box is fine. Please ensure all lunchboxes are named. We are unable to refrigerate food so you should include an ice pack, even during colder weather.

What should I include?

Your child would have been very active all morning at Pre-school and therefore it is essential at lunchtime they receive the right nutrients to 're-fuel'. Good nutrients can lead to better concentration, improved learning as well as healthy growth and development.

Try to remember something from each group and remember :

The smaller the section of the pyramid the smaller the amount to include.

'other categories' include sugars, fats, crisps, additives etc. and should be kept to a minimum.

Is there anything I should avoid?

The following items are **not allowed** at Pre-school and we reserve the right to send these home:-

Sweets

Chocolate bars

Fizzy drinks

Anything else to remember?

Please remember to include a spoon if necessary

Think about how much you put in, too much food can be a bit overwhelming.

Children are encouraged to start with savoury food

We will send home any waste and any left over food so that you can see what has been eaten.

If you have any questions or worries about lunch time at Pre-school please do speak to a member of staff.

Included in the Welcome Pack will be more comprehensive information sheet about packed lunches

Toileting



Whilst at pre-school, the children are encouraged to go to the toilet by themselves, with staff on hand to help if necessary. Please encourage your child to ask us for help if they need it.

All children have 'accidents' when toileting, we would therefore ask that you provide a change of clothes for them just in case.

All 'accidents' are dealt with in a calm, reassuring manner.

Whilst at Pre-school, especially in the first few weeks, children are constantly reminded about going to the toilet.

Only staff who have been CRB/DBS checked are allowed to change children and take them to the toilet.

If your child has a specific problem with toileting, please have a word with your keyperson.

If they have a special name for the toilet, please inform us on the registration form.

Please do-not send your child in nappies, we do-not have the facilities to change them (pull ups are acceptable)

If your child is not toilet trained by the time they start Pre-school please have a word with the management team so that we can work together.

Creative activities

Your child will have the opportunity to take part in lots of creative/ art activities whilst at Pre-school. i.e. painting, collage, finger painting, printing etc. When your child brings these home, please take the time to ask your child about their creations. Children express themselves in different ways and art & craft activities are a very important way of enabling them to do this. It is important to realise that a squiggle on a piece of paper may be their first attempt at writing (it may say " I love you, mummy") or that a simple painted circle may be beautiful flower to them. If you take the time to talk to your child about their drawings and paintings you will be amazed at what their imagination comes up with and how they express it through their work.

Punctuality

It is very **important to be punctual** when bringing and collecting your child to and from Pre-school. If children arrive late, it is not only disruptive for those already settled, but may have a detrimental effect on the late comer. If children are not collected on time it causes much distress for the child left waiting and hinders the staff in their work. It would be much appreciated if those dropping off and collecting children observe the start and finish times.

Suggestions/Complaints

We welcome any suggestions to improve our service and take any complaints seriously. All complaints should be addressed to the committee or management team who will deal with them promptly as set out in our Complaints Policy. Please see notice board for information on how to make a complaint to Ofsted. There is also a suggestion box and a 2 stars and a wish slip available in the corridor for any suggestions you may have.

We hope that your child's time at Pre-school will be a happy and productive one.

If you have any queries or if we can be of any help, please don't hesitate to get in touch with the management team or committee at any time.