

Welcome Handbook





**ST MICHAEL'S SCHOOL ROOM
MAIN STREET
BREASTON
DERBY
DE72 3DX**

OUR PRE-SCHOOL MEETS AT THE FOLLOWING TIMES

DAY	MORNINGS		AFTERNOONS	
	FROM	TO	FROM	TO
MONDAY	9:15	11:45	12:45	3:15
TUESDAY	9:15	11:45	-----	-----
WEDNESDAY	9:15	11:45	-----	-----
THURSDAY	9:15	11:45	12:45	3:15
FRIDAY	9:15	11:45	12:45	3:15

Lunch Club on Monday, Thursday & Friday 11:45 – 12:45

Welcome to Breaston Pre-school Playgroup. We are registered with Ofsted (Office for Standards in Education) to care for up to 24 children per session between the age of 2 and 5 years old.

Our aim is:

- To enhance the development and learning of children in a parent involving, community based group.
- To provide a safe, secure and stimulating environment.
- To work within the Early Years Foundation Stage (EYFS) framework providing care, education and equality of opportunity for all children and families.

We offer your child:

- A tailored, planned curriculum framework leading to approved learning outcomes.
- Individual care and attention made possible by a high ratio of adults to children.
- Fun and socialisation with children and other adults.
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress.

[Starting pre-school](#)

A child who is tense or unhappy may not be able to play or learn properly, so it is important for yourself and the staff to work together to help your child feel confident and secure in the group. This takes longer for some children than for others and you should not feel worried if your child takes a while to settle. Our policy on settling in is enclosed within our Operational Plan.

[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 your children dressed in clothes which are easily washable or not too new in case they get damaged. Playgroup tee shirts are available to buy at £5 each and come in **red** or **green**. Please pick up an order form from the front desk.

It is good for children to practise the skills which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to. Also, to be able to put on and take off their outdoor clothes without being too dependent on other people's help.

In addition, please provide clothing appropriate for the weather as we include outdoor play every session in all but the coldest or wettest weather. **All clothing should be named.**

Our sun cream policy: children should arrive with sun cream already applied; this should provide adequate protection for just one session. For children staying all day, again they should arrive with sun cream applied and bring their sun cream with them, clearly labelled with their name. Parents are required to fill out a permission slip for staff to re-apply their child's sun protection for the afternoon session.

Record keeping

The staff team implement an excellent record keeping system and observations of all the children are made on a daily basis. We have a 'key person' system in place whereby each child is allocated a key member of staff who will have a particular oversight for that child's developmental learning journey during their time with us. It may be practical to assign more than one key person to a child to match their pattern of attendance. Your child's record of achievement/developmental folder will be available to view on any occasion during a session and you may add anything to it if you wish, or share further information about your child to a key person at any time. Wherever possible, the last week of each half term is an 'open folder week' where you have the opportunity to look through your child's Learning Journey folder with (or without) his/her key person.

The Pre-School will also liaise with other settings that children attend, communicating through a 'shared care diary' to share achievements, interests and current learning.

Policies

All our policies and procedures are kept within our **Operational Plan** which is available to view at any time.

Our policies are designed to offer the best possible experience for the children and families in the group. They are written in line with the Pre-School learning Alliance (PLA) guidelines, to which we are a member. They are reviewed on a regular basis and comments and suggestions from parents are always welcome, either verbally or via the suggestion box (available daily).

Equal opportunities

Our Pre-School group welcomes all families regardless of race, colour, cultural or religious background, special needs, gender or marital status. Our curriculum is designed to promote equality in all areas and to provide opportunities for children to explore, acknowledge and value diversity. Our full Equality of Opportunity Policy is enclosed in the Operational Plan.

Special needs

Each child attending our setting should be able to progress at his/her own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with external professionals across the range of special needs. If you would like to discuss our group's ability to meet your own child's special needs, please talk to the Pre-school Manager. Our full Special Educational Needs (SEN) Policy can be found in the Operational Plan.

Safeguarding

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary to help families in difficulty. We recognise that child abuse can take many forms such as emotional abuse, physical abuse, sexual abuse and neglect. Any suspicion of abuse is promptly and appropriately responded to. If a child arrives at Pre-school with an injury it is expected that you will tell us about it. It is normal practice to ask you in any event, especially as most childhood injuries are a normal part of growing up. It is important that we communicate openly about this. There may be occasion when we have concerns about an injury, we see changes in behaviour, or are concerned that a child is being harmed. As part of our responsibility to keep children safe we must report any concerns of this nature to the Local Authority Children's Social Care Department. Please note that we may not always inform parents of our concerns if we feel that by doing so we may put a child at further risk. Our full Safeguarding policy is available to view in our Operational Plan.

[Management and administration](#)

Our Pre-school is run by an elected voluntary Committee made up of the parents and/or carers of the children attending. As well as making decisions regarding the running of the group and managing the finances, the Committee are also responsible for reviewing both policy and practice, and for the appointment and appraisal of members of staff. The Annual General Meeting (AGM), at which the Committee for the following year is elected, is held in the spring term (January) and is open to all the parents of the children who attend our setting. Parents are informed in good time so that they are able to attend. The Manager, who is responsible for the day to day running of the Pre-school and leader of the team, is available every day.

Fees

Fees are payable for all children who are not eligible for Government funding. The first term after a child has reached the age of 3, the Local Education Authority (LEA) provides funding for 6 sessions per week per child. Should parents require additional sessions to 6, or want to use the funding at another setting, then fees will be accountable. We offer 2 rates of fee. Parents who would like to, and are able to take part in our 'duty rota' scheme are offered a lower rate fee.

Fees continue to be payable if a child is absent due to illness or holidays within term time. In cases of prolonged absence, parents should consult the Committee about fee payment. Notice should be given for termination of a child's place or fees could be liable for payment.

Fees are payable half termly in advance. You will receive an invoice envelope from our treasurer. In support of our equality of opportunity policy, a flexible payment system is offered for families with differing means.

[The parent duty rota](#)

We use the term parent to mean parent, guardian or carer, both male and female, of any child who attends here.

We recognise that parents are their children's first and most important educators and research shows that children learn better when their parents are involved. Our rota system involves parents helping in a session on a daily basis, and also enables us to maintain a high ratio of adults to children in our Pre-school. Parents involved get the opportunity to play an active part in the running of a session, to see what takes place and to talk about events afterwards with their child. In addition, it may present an opportunity to spend some quality time with your child's key person and to look at his/her developmental records together.

Parents wishing to take part in the 'duty rota' scheme must undertake our vetting procedure.

[How many duties?](#)

The amount of sessions per week your child attends here will determine how many duties you are required to do each half term in order to qualify for the reduced fee rate.

Number of un-funded sessions	Number of duties	Number of reserves
1	1	1
2	2	1
3 or more	2	2

Being on 'reserve' means that if the rota parent on that day is unable to attend, you will be required to cover that duty. (Please keep the date free in your diary for such an event!)

The duty rota will be available for you to write in your own preferred duty dates a few weeks in advance of the ½ term ahead and you will be given your own copy when completed. If there are any problems in fulfilling your duties it is your responsibility to arrange a swop or cover with another parent, first contacting the reserve using the contact numbers provided on your copy of the rota.

Once your child is Government funded, we ask that you still help out for at least one session per ½ term in order for us to be able to cover the whole ½ term with parent helpers.

Staffing

We are a dedicated team of childcare professionals here at Breaston Pre-school Playgroup and it is our aim to make every child within our care feel unique and special. We offer a friendly atmosphere and are approachable at any time. We have a consistent team of staff working with the children and they are effectively deployed to meet the children's needs. As well as having qualifications in early years care and education, our staff are committed to ongoing professional development, accessing a wide variety of training courses to extend their skills and knowledge and to keep up to date with changes in the early years sector.

The regular staff team are as follows:

- ❖ Gale Wragg Manager (working towards level 5 qualification)
- ❖ Karen Higgins Session Supervisor NVQ 4 Qualified
- ❖ Jayne Owen NVQ 3 Qualified Assistant / internal administrator
- ❖ Alison Beeching NVQ 3 Qualified Assistant
- ❖ Joanne Morris NVQ 3 Qualified Assistant & SENCO
- ❖ Francine Carmichael NVQ 3 Qualified Assistant & SENCO assistant

- ❖ Sarah Negus NVQ 3 Qualified Assistant
- ❖ Jo Rus NVQ 3 Qualified Assistant
- ❖ Michelle Thorpe Assistant
- ❖ Carol Grocock Assistant
- ❖ Sue Waddle Snack Assistant
- ❖ Pam Rose Administrator

Session Timetable

8:30 am	Staff arrive to set up the room and outside area as per table plan and curriculum plans. They discuss duties, activities and any special requirements needed for the session ahead.
9:15 am and 12:45pm	Children arrive. There is a member of staff at the door to welcome and ensure parents/carers sign their children in. The manager or session supervisor will be available for anyone at this time. Safety and security is maintained. Children are encouraged to find their name cards off the table on entry and hang it on a peg with any belongings. All parents/carers should leave prior to registration unless otherwise arranged or they are the duty parent staying for the session. Children engage in free play and settling activities until register time.
9:30am and 1pm	The door is locked at 9:30 and 1pm so we can begin the session. Anyone arriving late must ring the bell and a member of staff will collect your child/ children. Children go in the backroom (or sit on the carpet) for registration. This is also time for group discussion and preparing for the session ahead. Rules are often outlined and explained at this point.
9:45 am and 1:15pm	Free play begins where the children are able to make independent choices about the activities they engage in. Each session at Pre-school offers children the opportunity to experience a range of materials, objects, textures, patterns, role play and problem solving activities both in the outdoor and indoor areas. They are given the opportunity to develop and practice their fine and gross motor skills and to build confidence and self esteem. Through imaginative play they extend their vocabulary and build friendships. They learn to express their own needs, to share, take turns and understand what is right and what is wrong. The adult team act as role models, working alongside the children wherever they are needed by demonstrating, explaining, encouraging,

	<p>offering praise and participation if necessary; remembering at all times to give each child time to complete an activity and to discuss what they are doing.</p> <p>Staff members also engage with the children in guided/adult-led activities and spend time with their key children, recording observations and assessments.</p> <p>A drinks and snack table is available for an hour during the free play time enabling the children to visit for snack when they choose to do so. Snack time is monitored by a staff member who ensures that the children follow good hygiene practice and that their individual needs are accounted for (food allergies for example). Independence skills are encouraged at all times.</p>
10:55am and 2:25pm	Children are encouraged to tidy away the toys and activities at the end of free play.
11am and 2:30pm	<p>Show & tell followed by song time.</p> <p>They children may bring in items from home either relating to the topic or the phonic sound of the week to reinforce learning.</p> <p>A selection of finger/action rhymes and songs are chosen by the children. The children are also given the opportunity to sing solo!</p>
11:20am and 2:50pm	Unless it is <u>very</u> wet or cold weather, the children go outside for physical play. This end of session physical play is a guided by adults and has learning intentions such as throwing and catching, balancing, shape and number recognition through searches, stopping and starting and circle games.
11:35am and 3:05pm	The children return inside for story time. They are split into two groups according to age/ability. The younger children are read an age appropriate book with story props whilst the older children also have an age appropriate story where they can listen undisturbed by the younger children who are unable to maintain attention.
11:45am and 3:15pm	Home time. Parents/carers are let in to collect their children. A member of staff will be on the main door whilst the manager or session supervisor is available at the inner door. Staff members are available to share information with parents and carers and ensure that all children leave with their designated carer. Safety and security is maintained at all times.
11:45- 12:45	Lunch Club. The children are taken through to the back room to begin Lunch Club whilst the morning children are being collected. 2 staff members run the Lunch Club sessions where children get the chance to socialise with others whilst sharing show and tell and having fun. There is chance for free play after lunch is eaten. Spaces for Lunch Club are limited to 12 children.

Lunch Club

We currently run a Lunch Club on Monday, Thursday and Friday sessions. The children bring in their own packed lunch and sit and eat with their friends. Our staff ensure that the children follow good hygiene practices and encourage good manners at all times. The session is an hour long and when the children have finished eating they independently choose which activities they would like to play with. Lunch Club is a great way to help your child develop their independence and social skills and to prepare them for staying for lunch at school. There is a charge for lunch club and it is currently only available to funded children who attend the applicable sessions. Please speak to the Manager or Membership secretary for more details if you are interested.

Parental involvement

As a community based, voluntary managed setting, we depend upon the good will and involvement of parents and carers to keep us running. Without a management committee, as mentioned previously, our group will not be able to be sustained. The voluntary Committee, which consists of many roles, are parents and carers like you who feel that it is important to have an input into their child's education and care. Members of the committee are not required to have any special skills, just a willingness to spare a little time to help with the running of the group in any way that they can. The Committee meets every month to share information and to organise special fundraising events. Joining the Committee is a great way to meet other parents and socialise too. Please speak to our Manager or a Committee member for further details.

All our staff are committed to being partners with parents and this is achieved by mutual respect and exchanging knowledge about your children's needs, activities, interests and progress. We understand that when your child starts Pre-school it is often a new and confusing experience, therefore we try to provide as much information as possible to you to ensure that you know what your child is doing as well as what is happening in the Pre-school as a whole. A newsletter is circulated every ½ term informing of future events and topics the children will be exploring, as well as welcoming new starters. We have 2 notice boards in the foyer as well as an A board (usually outside) giving information on events, snack, topics and anything related to the running of our group. Please check it regularly. Other ways of involvement and partnership are;

Parent planning input

Parent rota duty

Take home 'Ted'.

Joining in community activities and our fundraising events

'Open folder week'

'Shared care diary'

Parent questionnaire (annually)

Suggestion box

Input into policy and procedure

Sharing your own special interest or skill

Please speak to the Manager if you would like further information on any of the above.

Session allocation

Prior to the start of each academic year, you will be given a 'session request form' to complete. Select how many sessions and what days you would like your child to attend. We ask that if you would like 4 or more sessions a week with us then you should choose **at least 1 afternoon session**. Sessions will then be allocated by our membership secretary in partnership with the Manager. This will be done on as fair a basis as possible with older children being given preference. The utmost effort will be given to allocating preferred sessions, but we are not able to guarantee you either get the number of sessions requested, or the days you requested them on. Where demand exceeds places, a waiting list is kept. You will be informed of the sessions available to you. If during a term you wish to swop, drop or pick up extra sessions, please speak with either the Manager or our membership secretary. This is currently **Maria White** who can be contacted on **01332 872875**.

Behaviour management

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to develop, play and explore without fear of being hurt or hindered by anyone else. We aim to encourage children to develop self discipline, cooperation, collaboration and self esteem in an atmosphere of mutual respect. Parents and carers will be informed of any behavioural issues sensitively by the Manager and/or key person when it is deemed appropriate. This will be when an injury has occurred to any child involved, or when behavioural issues are recurring. All adults within the setting provide positive role models for the children by showing care and courtesy. Our staff will praise and endorse desirable behaviour and ensure that children **do not** only receive attention for undesirable behaviour. All behavioural problems will be handled in a developmentally appropriate manner, taking into account individual children's level of maturity, ability and understanding. Our full behaviour management policy can be found in our Operational Plan.

Health & Safety

Our Pre-school will make every effort to provide a healthy and safe environment. Our Committee, Manager and Pre-school assistants are dedicated to the objective of reducing the risk of any injury or illness. Our full and comprehensive health and safety policy, along with risk assessments can be found within our **Operational Plan**. The following are brief outlines of our policies and procedures;

Health

- All staff are made aware of any parent's wishes as regards medical treatment, in particular those relating to cultural and religious beliefs. This information is given by you on your child's visit day.
- No smoking policy- we operate a no smoking policy throughout the building and outside at all times during the sessions.
- Diet –we ensure that all personal dietary requirements are respected. All food offered is fresh, wholesome and balanced. Children will also have the opportunity to try unfamiliar foods.
- Outdoor play- all children have the opportunity to play in the fresh air throughout the year.
- Illness – please keep your child at home if they have any infection and inform the Pre-school as soon as possible. We will advise you of the exclusion period. Children who have been vomiting or have had diarrhoea should be kept away for 48 hours after the last bout.
- Illness or emergencies during the session – first aid procedures will be followed by a first-aider on duty. If necessary, the emergency services may be called. Parents/carers will be contacted as soon as possible. Please keep the Pre-school up to date with all relevant contact numbers in case of emergency.
- Personal hygiene – to prevent the spread of infection, all adults in the group will adhere to good practices themselves and encourage the children to do so also. This includes hand washing after using the toilet, before eating and after wiping noses.
- Any spills will be immediately cleared and cleaned and surfaces are kept clean with appropriate cleaner.
- Our Pre-school observes all current legislation regarding food hygiene, registration and training.

Safety

- Arrival procedures - from 9:15 and 12:45 a member of staff and the Manager/session supervisor will be at the entrance door to greet children and to ensure that no child leaves the premises or that no unknown persons enter the premises. All children should be signed in. A register is later taken of all children, staff and visitors on the premises each session.
- Departure procedures – at the end of each session parents and carers are let into the building to collect their children. The same staff team are at the doors to ensure that no children leave alone or with an unknown person. All children should be signed out. **If a person who is unknown to us is going to be collecting your child you **must** inform us. Please write it in the comments section in the signing in book, or telephone us during session. We **will not** let your child leave without your consent or an approved carer.**
- Uncollected children – if a child remains uncollected after 15 minutes of the end of a session, attempts to contact all listed carers are made. The children are looked after by staff members while others are attempting to contact family members. If no contact is made and no one has collected the child after 30 minutes then the Manager will inform the Children’s Social Services care team. Depending on circumstances, a £10 late collection fee (for 15 or more minutes) may be charged.
- Outings – the adult to child ratio will be ideally one to two and will never be more than one to four.
- Equipment – safety checks are made on the equipment and premises, both outdoors and indoors before every session. Anything deemed unsafe is discarded.
- Accidents – all accidents are recorded on an accident sheet and filed once they have been signed by a parent/carers. You will be informed of any accidents.
- Fire safety – fire drills are held for one week at least once a term. Fire doors are never obstructed and extinguishers are available for use. The register and signing in book give us a complete record of who is present in case of emergency.

Religious equality

Our aim is to show respectful awareness of all the major events in the lives of the children and their families in our setting as well as in our society as a whole, and to welcome the diverse backgrounds from which they come. In order to achieve this, we aim to acknowledge all the festivals which are celebrated in our area and the wider world and/or by the families involved with us. Children will be made aware of the many festivals celebrated by many cultures and will be introduced appropriately to the stories behind them. Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve as part of our diverse society and the diversity of life. We seek advice from people familiar with particular festivals, (or the World Wide Web) when required.

Confidentiality

Our work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in our setting can do so in confidence, we respect confidentiality in the following ways;

- Parents can have access to the records of their own children but will not have access to information about any other child
- Staff will not discuss individual children, other than for the purposes of curriculum planning, group management or for the benefit of the child in meeting their needs, with people other than the parent/carer
- Staff and volunteers are asked to adhere to our confidentiality policy

Feedback

We believe that all the children and adults who use our setting are entitled to courtesy and attention to their needs and wishes. Our intention is to work in partnership with children and their carers and the community in general and we welcome suggestions on how we could improve our group at any time. We have a suggestion box available at all times where suggestions can be made anonymously if preferred.

We welcome you to our group and hope that you and your child have a very enjoyable time whilst here with us. If however, you have a complaint or are not happy about the service we offer to your children you can contact Ofsted, our regulating body to whom we are registered with, at any time on 0300 123 1231. We do hope of course that any parent or carer who is uneasy about any aspect of our provision, or a particular member of staff, would first talk over their concerns with the Manager, session Supervisor or Chairperson of the Committee.

Thank You from

Gale and the Staff team at Breaston Pre-school Playgroup xx

