

## **Our Ethos**

**We provide a safe, caring and stimulating environment into which your child can develop. We treat and respect everyone as an individual. We recognise the importance of a strong partnership formed between your child, yourself and our Pre-school. We promote fun learning through various activities, planning, resources, positive interactions and clear expectations.**

## **Welcome**

**Our Pre-school is located in the grounds of Southmead Primary School in the infant playground. During the school day from 9.am until 3pm all gates are locked for security purposes. A member of our Pre-School staff supervises the middle gate from 9 am to let our Pre-School Parents and Carers in and out.**

**If you are dropping off or collecting your child at 12 o'clock please enter through the first wooden gate off the layby on Wrafton Road. A second wooden gate will be unlocked for a couple of minutes either side of 12 o'clock to allow entrance and exit to Pre-School via the Primary School infant playground.**

**Please ensure you walk directly to and from Pre-School with your child so as not to disturb or cause a security risk to the school children using the playground during their lunch time.**

**Our Pre-School entrance has a fenced ramp for easy access. The front door of our Pre-school is locked for safety reasons whilst the children are in attendance.**

## **Our Session Times**

**We are open on Monday through to Friday: 9am until 3pm, 9am until 12 or 12 until 3pm. Please provide a packed lunch for your child if they attend for the afternoon sessions or all day.**

## **Our Staff**

**Our team of qualified staff are here to support you and your family throughout your time at Pre-school. Jo Lucas is our Manager. Jo Davey is our Deputy Manager. Our Early Years Practitioners are Annie, Hannah, Rosemary and Kayleigh. Leah also helps us out by providing cover. Our staff regularly attend training to ensure that your child has an enjoyable and educational experience whilst in our care. We are regularly inspected by Ofsted. The reports are available for you to see online or just ask if you would like to see a copy. We are very proud to announce that we have received an outstanding grade for our last three Ofsted inspections. The latest inspection was in January 2016.**

## **Our Fees**

**To help our Pre-school to cover the cost of registering your child with us you will be asked for a one off, non-refundable registration payment of £10.00. This is payable with the return of our admission form unless your child is eligible to receive the Early Years Entitlement when you apply to register.**

The cost of a Pre-school session is currently £4.30 per hour. You will be issued with an invoice once your child begins Pre-school containing details of paying into our online bank account. You will be issued with a receipt.

If your child is eligible for the Early Years Entitlement Grant or 2gether Funding you will be asked to provide a copy of your child's birth certificate and to fill in a funding Headcount form termly stating the hours your child attends our setting.

## **Our Pre-School Sessions and Planning**

We follow the Early Years Foundation Stage Curriculum. It is divided into four areas known as themes – A Unique Child, Positive relationships, Enabling Environments and Learning and Development.

Our Pre-school sessions are planned to encourage your child's learning through play. There are seven areas of learning and development. Each area is separated into the aspects as follows.

**The Prime areas are -**

- 1) Personal, Social and Emotional Development – Making relationships, Self - confidence and self-awareness and Managing feelings and behaviour.**
- 2) Physical Development – Moving and handling and Health and self-care.**
- 3) Communication and Language - Listening and attention, Understanding and Speaking.**

**The Specific areas are –**

- 4) Literacy – Reading and Writing.**
- 5) Mathematics – Numbers and Shape, space and measure.**
- 6) Understanding the World – People and communities, the world and Technology.**
- 7) Expressive Arts and Design – Exploring and using media and materials and Being imaginative.**

Our planning originates from a number of sources but mainly child-led interests. Planning around the time of year such as seasons or festivals as well as ensuring coverage in all areas of the curriculum helps to promote developmental needs. Retrospective planning allows us to focus on the child's interest.

Regular Staff discussion helps to evaluate the sessions and provides a focus for further learning opportunities. Our plans are written to ensure that your child is provided with learning experiences that encourage their development individually. Specific learning intentions are highlighted on our plan as well as in some of the activities and equipment available.

Whilst your child attends our Pre-school, a record of their personal development and achievements will be kept in their Learning Journey which is overseen by your families' key person. To enable your child to reach their full potential, our Pre-school recognises the important partnership between home and Pre-school. Please share your child's achievements with us.

## **The Key person**

Our setting uses a key person system whereby a member of our staff is responsible for your child and their developmental progress. You will be introduced to your key person in a separate letter. A key person is there to support your child as an

individual during their time at Pre-school as well as to provide care and emotional support.

The key person becomes aware of your child's interests and plans their development linked to the Early Years Foundation Stage. You will meet with your child's key person at regular Parent or Carer meetings during which you will get the opportunity to discuss your child's progress and view their work and see photographs taken of them at play.

Your key person will be responsible for completing the statutory Two Year Old Progress check if your child is with us as a two year old for the minimum of one term. This progress check is completed by your key person and you are also asked to comment on the form.

Our Pre-school has a transition policy that encourages the sharing of information with other childcare settings, feeder primary schools and relevant agencies which is helpful to your child's development. This will always be discussed with you and your feelings and comments sought.

### **Our Snack and Lunch Time.**

We like to promote the experience of a healthy balanced snack. The snacks that we offer are changed weekly and can include such delights as beans on toast or pitta bread and salad. Milk or water is offered at snack time.

A member of staff supervises each table and sits with a group of children to extend on further learning experiences. If your child has any dietary needs please speak to a staff member and please keep us informed of any food or drink allergies.

Please provide your child with a named water bottle when they attend although fresh water is available at all times if forgotten. Water will be used to re-fill your child's bottle when empty.

If your child will be staying to lunch please ensure that you provide a named lunchbox and water bottle. We encourage them to be as independent as possible and our Staff will be sat with the children to support them in this if they need help in being shown how to open packets or containers.

We encourage a healthy lifestyle and to help your child make healthy choices therefore we ask that you do not send in fizzy drinks or sweets.

We have found that one slice of bread cut into two sandwiches is a large enough portion for most children. Yogurt, fruit, fruit bars, chopped vegetables such as cucumber or cherry tomatoes, a few pieces of ham or cheese, or a couple of cocktail sausages can also be added for variety.

Your child is always encouraged to eat their sandwich, roll or wrap first before they eat anything else. They place their rubbish or uneaten food back into their lunchbox to bring home so you are aware of what they have eaten. Please provide them with a spoon if needed and ensure that they are able to attempt to open their lunch items as it is a source of pride and another step in their development if they can do it by themselves.

## **Our Admission Policy**

It is not always possible to place all the children requiring sessions at our setting due to the spaces available being oversubscribed. Therefore we have an Admission Policy. The following section has been taken from it to help explain decisions made before an offer of a session space is made.

**“All funded children will have priority over unfunded children. This includes any 2Gether funded 2 year old children.”**

If you are awarded 2Gether funding please ensure that you bring in a copy of the letter and golden ticket in order for our Pre-School to register you in the scheme.

We will ensure that funded children have the opportunity to attend our Pre-School first as part of their access to the Early Years Funding Entitlement up to the maximum amount of 15 hours per week. The minimum amount of funded hours used in a day at our setting is 3 hours which coincides with our minimum session length.

Once all eligible funded children at the setting and on the waiting list have been placed up to the maximum of 15 hours the next priority is to the unfunded children who currently attend our setting. They will retain their hours and if spaces remain will be offered session spaces up to a total of 15 hours.

Referrals of families sent to us by our partner agencies may have a need for prioritised spaces which we will try to accommodate if space allows.

## **Attendance and absence**

We ask that you contact us by telephone or email if your child is absent so that we can keep a record of it. We have to keep registers of attendance for 7 years. We also keep letters of absence on file as a condition of the Early Years Funding Grant. The auditor's of the grant have access to the letters and registers of attendance.

## **Emergency and Medical Information**

Please note our telephone number is 01271-813511.

It is vital that your contact numbers and addresses are kept up to date. Please inform staff of any changes immediately.

You must inform us if someone other than the persons named on your registration form will be collecting your child. Please note that the staff cannot release your child to a minor (under 16) without written consent. If you or your emergency contacts are unable to collect your child our Emergency Collection Procedure policy will be put into practise.

Please try to be punctual when collecting your child as they may become anxious if you are late and you may also stop another child from entering Pre-School if it affects our ratios especially at the 12 o'clock pick up.

Our Fire Drill Procedure is on display around the Pre-school. We carry out termly fire drills with the children.

All accidents and incidents are written into our Accident and Incident books detailing what has occurred. You or your representative will be asked to read and sign it to make you aware of the situation.

If your child comes to Pre-school with an injury you will be asked to sign the Pre-existing Injury book.

If your child is too poorly to continue at Pre-school, you or your contacts will be telephoned. If we are unable to make contact we will take appropriate action and may consult your child's doctor.

If your child has been ill 24 hours prior to them attending Pre-school please do not send them in for that session to help stop the spread of illness. If you need to give them Calpol they are not well enough for Pre-school. In the case of sickness and diarrhoea they must be excluded for 48 hours from the last episode.

Children, once attending Pre-school may become susceptible to coughs and colds. If your child is well enough to attend our sessions but needs to take medication you will be asked to sign a medical consent form detailing how and when to administer the medication. Staff are unable to administer medication without it.

In warm weather it is vital that you apply sunscreen to your child before attending Pre-school as well as providing a sun hat or cap.

## **Parents and carers**

We cannot stress enough how much the Pre-school appreciates your help and input into your child's care and education.

We appreciate any help received from you and value family involvement. Our staff welcome your interaction and are available to offer support if required. Please share any queries or concerns you may be experiencing. You may like to participate in the running of our Pre-school by joining our committee.

## **Our Committee**

We are a charitable organisation. An elected committee manage our Preschool. The committee employs our staff. Together we will ensure your child's opportunities are maximised.

A committee is elected from and by the parents/carers of the children attending Preschool. The Annual General Meeting is held in the Autumn term. Voluntary officers are elected into committee posts and are responsible for overseeing the running of the Pre-school for the year following the AGM. Regular meetings are held. Our constitution states that our Pre-School cannot legally run without an elected committee. Your views and support will be gratefully received. If you would like to speak to a member of the committee please see a staff member who will arrange the contact for you.

## **Fundraising And Our Piggy Pot**

We are a non-profit making charity relying on fees, fundraising and grants which helps us to operate. We aim to keep the Pre-school fees as low as possible and because of this we need to fundraise on a regular basis for extras such as new equipment for your child to enjoy.

We cannot run fundraising events without your support. Helping at these events not only generates money for Preschool but also can be fun and a good way to get to know people and make new friends.

**We have a piggy bank that is used for any donations we receive. Most Parents and Carers kindly make a donation of 50 pence per session which helps towards our snacks and running costs and is gratefully received.**

## **Complaints**

**We believe most complaints are made constructively however misunderstandings can occur between some of the parties involved at Pre-school. We aim to prevent unresolved issues by taking seriously any complaints brought to our attention. Each complaint will be investigated and the outcome shared within 28 days. All complaints are logged on our Complaints record. To maintain confidentiality names are not used as our Complaints records are available to show to Ofsted and any Parent or Carer who may wish to see them.**

**In the event of a serious complaint you may wish to contact Ofsted direct. Their telephone number is 0300 123 1231.**

## **Our No Smoking Policy**

**Please note we have a strict no smoking policy both inside the Pre-school and within Southmead School grounds.**

## **Our Operational plan**

**Our operational plan is designed to hold a copy of all our policies, procedures and practices plus any other documents which are used to operate our Pre-school. It contains an insight into the aims, objectives and expectations involved to run our Pre-school. Our operational plan must remain on our premises but you are welcome to read it at any time. Please ask a member of staff if you wish to read it.**

## **General information**

**Please label all your child's clothing and belongings including jumpers, hats etc.**

**In the interests of safety we do not recommend the wearing of flip-flops, open toe or high-heeled sandals or crocs.**

**We aim to encourage your child's independence when using the toilet. Your child may find wearing dungarees or a belt hinders their progress. It is helpful if your child is comfortable to attend to their toileting skills independently. We accept children who are in nappies and will assist in their toilet training. We are unable to dispose of soiled nappies which will be returned to you for disposal.**

**Regardless of the weather our Pre-School promotes the use of the outdoor environment. Please ensure your child is dressed appropriately for the weather as we will go out in the rain, sun and cold. We do have a spare clothing box.**

**Although we do provide aprons some activities may involve messy play. It is advised not to send your child to us in their best clothes. We offer you the chance to purchase our Pre-school uniform. Please ask a staff member for details.**

## **Our Outdoor Environment**

We have a covered, fenced outdoor area to play in with a gated entrance. This allows our children to free flow play and explore the outdoor environment.

As well as our fenced outdoor area to play in we are also able to use the School grounds. To ensure this is done safely we have set procedures to follow. Firstly a written daily risk assessment is completed of our outdoor area as well as visual risk assessments made by all members of Staff before using the wider school playing area. To help children understand about safe outdoor play we set boundaries showing where they may play whilst using the outdoor environment.

As we venture outside whatever the weather please be aware that children need to be appropriately dressed and may get mucky.

Please apply sun cream to your children before they come to Pre-School to help protect their skin from the dangers of the sun.

## **Photographs**

During our activities we take photographs of your child. These are used to gather evidence of your child's achievement as well as being on display around the Pre-School. If we wish to use a photograph in public e.g. The Journal, we will always seek Parental permission first.

Photographs are taken on the Pre-School digital cameras. The use of mobile phones to photograph children is strictly prohibited. We have a Mobile Phone and Digital Camera Policy included within our Safeguarding Policy.

## **Safeguarding**

We take Safeguarding seriously in our setting and have a Safeguarding Policy. The following sections have been taken from it.

The purpose of Southmead Pre-School's safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children who attend our setting. Our policy aims to ensure that:

All our children are safe and protected from harm.

Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices.

Our Staff, Children, Committee members, Parents and Carers, visitors and volunteers are aware of the expected behaviours' and our settings legal responsibilities in relation to the safeguarding and promoting of the welfare of all of our children.

All children deserve the opportunity to achieve their full potential. In 2003, the Government published the *Every Child Matters* Green Paper alongside the formal response to the report into the death of Victoria Climbié. The Green Paper set out five outcomes that are key to children's wellbeing:

- To be healthy.
- To stay safe.

- To enjoy and achieve.
- To make a positive contribution.
- To achieve economic wellbeing.

The five outcomes are universal ambitions for every child, whatever their background or circumstances. Improving outcomes for all children underpins all of the development and work within our setting.

Safeguarding in our Pre-School is considered everyone's responsibility and as such our setting aims to create the safest environment within which every child has the opportunity to achieve their Five Outcomes.

Southmead Pre-School recognises the contribution it can make in ensuring that all children registered or who use our setting feel that they will be listened to and the appropriate action taken.

We will do this by working in partnership with other agencies and seeking to establish effective working relationships with Parents and Carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

## Southmead Pre-school Registration Form

**Child's Full Name:**

**Known as:** ..... **Date of Birth:** .....

**Childs Home Address:** .....

.....

**Postcode:** ..... **Telephone No:** .....

**Child's Religion:** ..... **Child's Ethnicity:** .....

**Please state the language(s) your child speaks at home:** .....

### Child's Medical Information

**Doctors name:** ..... **Health Visitor's name:** .....

**Surgery address:** .....

**Telephone number:** .....

In an emergency you or your emergency contacts will be notified. A Staff member will accompany your child to a medical centre or hospital if we are unable to reach you or your emergency contacts.

Whilst your child is attending our Pre-School they may need to take medication. Before any of our Staff are allowed to administer medication you as the responsible person must fill in a Medication Form. Training may also need to be completed by the Staff before your child starts at our setting.

**Do you give permission for the Staff to act appropriately in an emergency? YES / NO**

**Is your child allergic to any medication? E.g. Penicillin:** .....

**Does your child suffer from a medical condition? E.g. Asthma:** .....

.....

**Does your child attend any specialist agencies? E.g. Speech Therapy, Physiotherapy:**

.....

**Please list any food or drink allergies? E.g. Dairy Products, Wheat, Nuts:** .....

**Does your child have any dietary or religious needs? E.g. Vegetarian, Kosher:** .....

.....

**Has your child been immunised against the following? Please circle.**

**Tetanus – YES / NO**

**MMR – YES / NO**

**Diphtheria / Polio / Whooping cough - YES / NO**

**Parent / Carer Information**

1st Parent/Carer's Full Name: .....

Home Address: .....

.....

Postcode: ..... Mobile No: .....

National Insurance Number: .....

Language(s) spoken at home: .....

Email Address: .....

Work Telephone Number: .....

Work Address: .....

2nd Parent/Carers Full Name: .....

Home Address: .....

.....

Postcode: ..... Mobile No: .....

National Insurance Number: .....

Language(s) spoken at home: .....

Email Address: .....

Work Telephone Number: .....

Work Address: .....

**Emergency Contact Information**

1st) Name(s):.....

Relationship to your Child: .....

Home address: .....

Postcode: ..... Telephone No(s): .....

2nd) Name(s): .....

Relationship to your Child: .....

Home address: .....

Postcode: ..... Telephone No(s): .....

**Collection.**

We cannot refuse to release your child into the care of an adult who has proved that they have Parental Responsibility unless we have the required legal paperwork which prevents it.

If we have not met the person with Parental Responsibility before our Staff will follow the Unknown Persons Collection Policy. Your child will not be released from our care. Our Staff will not release your child to anyone else other than those named below unless they have received written or verbal permission to do so. If they are unable to contact you they will follow our Collections Procedure.

**Who will be responsible for collecting your child from Pre-School?**

- 1.....
- 2.....
- 3.....
- 4.....

**Safeguarding.**

Our Pre-School wishes to provide an environment into which your child can feel safe and secure. As part of our on-going commitment to Safeguarding you need to be aware that our Staff have a duty of care towards your child. They may need to act if they have a concern regarding your child’s well-being. The person with Parental Responsibility will be notified unless by sharing that concern it would place the individual involved at harm. It is the only time your permission to share information will not be sought whilst our Staff contact outside agencies responsible for safeguarding.

**Transition.**

We are occasionally invited over to take part in activities at Southmead Primary School. We remain on the School grounds and our normal working practises are maintained to ensure a safe and enjoyable experience for your child. We require your consent to allow this to happen.

**I give my permission to allow my child to attend activities held at Southmead Primary School under the care of our Staff: YES / NO**

**I give my permission for information to be shared between Southmead Pre-School and the other childcare settings my child attends, including my child’s future School as part of their regular transition process. This encourages a smooth and settled next step as part of their learning journey.**

**I agree to allow useful and pertinent information to be shared between settings and as part of the transition process: YES / NO**

**Photographs.**

Digital photographs of your child are taken as part of their personal learning journey and development records. They may also be displayed on our noticeboard inside our building and on our daily evaluation sheet hung in our outdoor noticeboard.

**I give my permission to allow my child to be photographed whilst at Pre-School: YES / NO**

**Outings and Trips.**

We understand the educational and emotional value occasional outings offer the children in our care. We will always notify you in advance of any planned trips. We need your permission to allow your child to be part of the experience.

I give my permission for my child to attend any trips and outings organised by the Pre-School as part of their learning and development: YES / NO

**Administration and Contractual Information**

Please circle each statement to show you have read and agree to it.

I confirm that the information I have given on this form is complete and accurate and I will inform you if any of these details change: YES

I will ensure that my child attends regularly for the hours I have requested and will inform you if my child is unable to attend: YES

I will pay any invoiced shortfall once my child’s annual 570 hours allocation of entitlement is used up within our 38 week opening: YES

I will provide a copy of my child’s birth certificate and any other evidence required to prove my eligibility to receive 2Gether or Early Years Funding: YES

I agree to abide by and accept the policies and procedures of Southmead Pre-School: YES

**Registering Session Interest**

We are open between the hours of 9am until 3pm, 9am until 12 or 12 until 3pm.

We open for 38 weeks of the year.

Please can you state below the preferred days and hours you hope to receive.

Monday	Tuesday	Wednesday	Thursday	Friday

If you child attends another setting please state which one: .....

Are you claiming any funding there: YES / NO If so, please state how many hours: .....

Will you be claiming any funding here: YES / NO

I have enclosed my 2Gether funding award letter or golden ticket if applicable: YES / NO  
My golden ticket number is: .....

In order to register my child I have enclosed a one off non-refundable fee only if they are not already receiving 2Gether or Early Years Funding.

I have enclosed the £10.00 registration fee: YES / NO OFFICE INFO RECEIVED: .....

I have enclosed a photocopy of my child’s birth certificate to prove their age and eligibility to access the 2Gether or Early Years Funding: YES / NO OFFICE ONLY SEEN BY:.....

Signature:  
Print name: .....  
Dated: .....

Southmead Pre-School, Wrafton Road, Braunton, North Devon  
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