

PARENTS' HANDBOOK



“A nurturing environment where children thrive”

Registered Charity N° 1053189

www.erythos.com/warnhampreschool



Warnham Village Hall
Hollands Way
Warnham
West Sussex
RH12 3RH

07951 085600 (Sophie Weston 07590580226)

Warnham Pre-School has been part of the community since 1978. It is a charity, run by a committee of parent/carers, which provides early learning for children aged 2 years and upwards, who live in Warnham and the surrounding areas.

Our Philosophy

We believe that our Pre-School should be a happy and safe place where children can meet, socialise and learn through play. We aim to offer a nurturing environment where children receive a positive learning experience that prepares them for the more formal school setting.

We aim to achieve this by:

- Having fun
- Providing supervision by experienced and appropriately qualified staff
- Giving an opportunity to meet and socialise with other children in a supervised environment
- Providing a wide variety of learning activities which are imaginative and stimulating
- Understanding each child's needs and treating them as individuals in their own right irrespective of gender, race, religion or disability
- Promoting good health and positive behaviour

Five Key Objectives

The Government's aim for every child, regardless of background or circumstances, is to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The Early Pre-School Programme

Our Programme covers the six stepping stones as set by the Department of Education and Employment. These are:

- Personal, social and emotional development
- Language, literacy and communication
- Mathematics
- Knowledge and understanding of the World
- Physical development
- Creative development

Our activities include:

- Imaginative play through: toys, dressing up, home corner, arts, crafts, books, sand, water and puzzles.
- Structured play through: cookery, story time and themed activities.
- Active play through: the use of indoor equipment (slide, climbing frame, bikes, trikes and trampoline) and the use of the outdoor playground and our patio area.
- Every half term a local music teacher visits the children for a music session.

We feel it is also important to introduce the children to the variety of experiences the local community offers. Examples of this have included trips to the village stores and Butcher, visits from the milk man and Fire Brigade.

We take advantage of the immediate space around us by visiting the village allotments to learn how vegetables grow and taking walks in the woodland surrounding the nearby cricket pitch, collecting conkers, acorns, leaves, daisies and buttercups enabling the children to explore the different seasons.

Rising Fives

The aim of the Rising Fives session is to prepare the children for the transition to school. The children start this session the year before they start school.

We include P.E. within the session, so parent/carers are required to bring in a T-shirt, a pair of shorts and a pair of plimsolls/trainers in a named bag for each child. We encourage the children to dress/undress into their P.E. kits and put their clothes on a named chair. This helps to encourage their independence skills.

We encourage the wearing of the Warnham Pre-School branded T-Shirts/Sweatshirts. Not only a practical option, they get the children used to the idea of wearing a uniform as they will be expected to do when they start School.

A Typical Session

- Self registration, weather/day board
- Free play - selection of play and learning equipment is put out for the children to make their own choices
- Snack time
- Quiet time/story time/maths/literacy
- Physical activity (in/outdoors)
- Treasure box
- Home time

Treasure Box

We ask the children to bring in a favourite toy or book to put into our Treasure Box at the beginning of each session. Towards the end of the morning we all sit together and bring out each toy and talk about them before returning them to the children. This is enjoyable for the children and encourages them to talk about their experiences from home, promoting self-confidence.

Snack Time

We ask that each child brings in a healthy snack for each session they attend in a named container to have during snack time. If your child is attending for a morning and afternoon session on the same day, please pack two snacks for your child. We also ask that each child brings a drink of water in a named bottle or flask that they can drink from during their time at Pre-school. The children will also participate in food tasting, including particular themes, i.e. Chinese New Year.

Independence is encouraged as we allow the children the opportunity to pour their own drinks and to clear away their own containers/plates and cups. Sitting together in small groups helps the children learn to feel comfortable eating in a social setting away from home. Prior to snack time, the children visit the toilet and they will wash their hands under the staff's supervision.

Lunch Club

We run lunch clubs on a Monday, Tuesday and Friday, 12pm till 1pm. All children who attend the morning session are welcome to stay for the lunch club. Children should bring their own packed lunch and a drink in named containers. The children will all sit together making it a social time where the morning activities will be talked about. After lunch, children will be engaged in various activities

Settling In

We recognise that starting pre-school can be a daunting experience for some children. For some this can be the first time that they have been separated from their parent/carers. Therefore we request that the parent/carer stays with their child for the first session, giving the child a chance to become familiar with the staff and new surroundings.

To help the children settle in and familiarise themselves with each stage of the morning session, we have set up a Time Line. This gives a pictorial guide to how the session runs throughout the morning, i.e. self-registration, free play, snack time etc.

If your child finds it difficult to settle, we will work with you to identify and solve the causes of this.

Staff

We have nine members of staff. There is one Supervisor and one Assistant Supervisor.

The Supervisor and Assistant Supervisor have an NVQ 3 Early Years Child Care qualification. All staff attend courses throughout the year as part of their professional development.

There will always be a supervisor on duty during each session.

Government legislation requires that all staff working with the children are checked against the Criminal Registration Bureau (CRB). All staff and volunteers are CRB checked.

The ratio of staff to children is 1-to-4 for 2 - 3 year olds and 1-to-8 for 3 - 5 year olds.

Staff are always happy to be approached at the beginning or end of a session to discuss any questions parent/carers may have.

Key Workers

Each child is allocated a designated member of staff who will be the child's key worker and will be responsible for keeping a record of the child's welfare and progress. The key worker regularly reports to the parent/carers, keeping them informed of progress made and to alert them of any problems or concerns that may have arisen.

At the end of your child's time at Pre-School, the file will be sent to their primary school to complete the foundation stage, enabling continuity of care.

Parent/carers can speak to a member of staff if they wish to view their child's file. Parent/carers will be invited twice during the Pre-School year to discuss their child's progress with their allocated key worker.

Special Needs

We have a SENCO (Special Educational Needs Co-ordinator) representative attending current training.

All children with special needs are considered on an individual basis.

The SENCO will liaise with parent/carers and outside bodies (the Health Service and/or the Social Services) with parent/carers consent, to ensure continuity of care and to decide what extra support/facilities would be required.

The SENCO will ensure that an individual education plan (IEP) is produced for the child to meet their individual needs. The IEP will set out learning goals and show how this will be achieved. This is reviewed regularly with the parent/carers and Pre-School staff.

The SENCO attends ongoing developmental courses. All staff will attend training on how best to support the care of the child.

Health and Safety

The supervisors are fully aware of their responsibilities towards health and safety procedures, with risk assessments forming part of the daily routine. All staff regularly check the safety of equipment and carry out routine fire drills. In the event of an emergency the children will be evacuated to:

Warnham Church of England Primary School
Freemans Road
Warnham.

All staff have completed the Paediatric First Aid and the First Aid in Early Years Setting courses. The Supervisors have also completed the Basic Food and Hygiene course.

In the event of your child having a minor accident, such as a trip or a bump, a member of staff will record all details in our Accident Book, which will be witnessed by another member of staff, both of whom will sign the Book. You will be informed of this when you collect your child and you will be required to also sign the Accident Book. In the unlikely event of a more serious accident, parent/carers will be informed immediately.

It is important that parent/carers ensure that their child is wearing adequate sun protection cream and suitable sun hats during hot and sunny weather. It is advisable that children do not wear jewellery for their own personal safety.

On arrival, each child will be marked as present in the register by a member of staff at the door. At the end of the morning a member of staff will mark the child as having left, providing he/she is collected by the specified adult. The door will be locked at all other times. If anyone other than the parent/carer is to collect the child, a Collection Book is provided where the parent/carer *must* state who will be collecting the child. It is a legal requirement that we cannot release a child unless the parent/carer has given prior warning in writing that someone other than themselves will be collecting the child on that day. For additional security we also request you advise us a password. This password will be requested should a person collect your child that is not known to us. You will find a form to complete with this handbook.

If Your Child is ill

Parent/carers are asked to telephone the Pre-School at 9 a.m. if their child will not be attending that day due to illness or for any other reason.

Children who have had sickness and/or diarrhoea should not attend pre-school for a minimum of forty eight hours after symptoms have ceased. Any infectious diseases, e.g. chicken pox, *must* be reported to a supervisor at the earliest opportunity so that other parent/carers can be informed. A list of incubation periods are posted on the Notice Board.

If a child becomes unwell during a session, he/she will be taken to quiet area in the care of a member of staff until the parent/carer can be contacted. If, however, the parent/carer is unavailable, a staff member will contact one of the two emergency numbers provided by the parent/carer. If a child has any allergies or is on any form of medication, the parent/carer should inform a member of staff as well as stating it in the registration form.

Toileting

It is not essential that your child is dry when they start at the Pre-School. If your child is not yet dry, please speak to a member of staff regarding your child's current or future toilet training.

We realise that accidents may still occur with some children and, should this happen, it will be handled discretely while maintaining the child's dignity. Therefore, it would be beneficial for your child to have their own set of spare clothes in a named bag.

Toilet trained children are encouraged to use the toilet whenever they need to throughout the session, assisted by staff as necessary.

Clothing

We have T-shirts and sweatshirts bearing the Warnham Pre-School emblem available for parent/carers to buy. Details of prices are on the notice board or speak to a member of staff. While it is not compulsory for the children to wear them, it is a practical option. Some of the activities are messy, i.e. painting and gluing, and although we provide aprons for these, on occasions your child's clothes may get marked.

It is essential that your child is provided with a coat and wellies for cold and wet weather. We like to ensure that the children are suitably dressed for playing outside. The coats and wellies should be clearly labelled with the child's name.

The P.E. kit required by children attending the Rising Fives session must also be clearly labelled.

Discipline and Behaviour

We feel very strongly about promoting good behaviour. Children need to be able to play and learn in a happy and calm atmosphere. Children thrive in an emotionally secure environment.

We aim to achieve this by:

- Ensuring that all staff have been given the relevant training to handle children's behaviour.
- Giving positive attention including praise and reward to encourage children to play together in an appropriate manner.
- Requiring that all staff should provide a positive model of behaviour by treating all children and colleagues with respect and courtesy.
- Using positive strategies to handle any conflict between children.
- Handling unacceptable behaviour in ways that are appropriate to the child's age and developmental stage by means of distraction, possibly removing a child from the situation and helping the child to understand what was wrong and how they can cope in a more acceptable way in the future. Should it be necessary to temporarily remove a child from a situation he/she would be accompanied by a member of staff who would remain with the child.
- If a child is seen to be using unacceptable behaviour towards another child we would intervene and explain to the child concerned why their actions towards the other child were inappropriate. We would help him/her to say sorry for their actions and praise would be given for this. The child on the receiving end would be comforted and reassured.
- Each child's key worker will work in partnership with parent/carers to resolve any reoccurring problems.

Parent/Carer Participation

Warnham Pre-School encourages parent/carers participation. Parent/carers volunteer to join the Committee, the Chair-Person being elected by Committee members and staff. As trustees of the charity, the Committee are responsible for the financial solvency of the Pre-School and we actively encourage parent/carers to join us. We have had a lot of fun organising past fund raising events. We have regular meetings to discuss any relevant matters which also provide a point of social contact.

Complaints

We believe that parent/carers should be entitled to feel that they can comfortably approach a member of staff should they wish to make a complaint. Most concerns can be quickly resolved with an informal chat to one of our supervisors. They are always willing to talk to parent/carers at the beginning or the end of a session. If it is more appropriate, an appointment can be made. If a parent/carers does not have a satisfactory outcome, they can put their concerns or complaints in writing to our Chair-Person (please see Chair-Person's contact details on the notice board). All staff and the Chair-Person are fully committed to confidentiality in regard to any matters relating to children or adult members of the group.

Pre-School Learning Alliance (PLA) Membership No. 27405

The Pre-School is a member of the PLA. As a Pre-School parent/carers you become a member of the PLA. It is a national organisation which helps you to understand and provide for the needs of your pre-school child. The PLA helps us with insurance, staff training and organising special activities and events. They also keep us up to date with new or changed OFSTED requirements.

Office for Standards in Education (OFSTED) Registration No: 113811

An inspection took place in February 2008 as part of a national programme of inspection of the educational provision for four year olds. The following are quotes extracted from the Report:

Children use a wide range of toys and equipment that are of good quality and safe. These support enjoyable activities that stimulate and challenge.

Children arrive happy, eager with excitement. They show enthusiasm for all activities and resources and quickly become absorbed in their play and learning. Staff plan a wide range of child initiated, play based activities and experiences that allow them to explore and investigate naturally, using all their senses. Children play together cooperatively and in harmony. Children approach staff confidently for support or reassurance and this enables the children to feel very secure and settled.

The quality of teaching and learning for children receiving nursery education is good. Children participate in a broad range of practical activities which contribute well to their all round development.

Children enjoy their time at pre-school, they smile and have fun.

Staff treat children with respect by acknowledging differences and preferences. They use lots of praise and encouragement to promote their self-esteem. Children's spiritual, moral, social and cultural development is fostered.

The leadership and management is good.

The full report is available for inspection upon your request.

Connection to Warnham Primary School

Warnham Pre-School has a close affiliation with Warnham Primary School. Many of the children go on to attend Warnham Primary School. During the last few weeks of the summer term, before children start their reception year, it is arranged that the reception teacher visits the Pre-School to meet the Rising Fives. The children are also given the opportunity to join the reception class, with their new teacher present, accompanied by the Pre-School staff, as well as being able to attend the two open mornings the school offers for all new children. This encourages a smooth transition and helps children adapt to a more formal school environment.

Registration/Admission

The Pre-School takes a maximum of 24 children per session.

If you wish to book a visit, you can do so by contacting the Pre-School on 07951 085600 (or Heidi Francis on 07743 227779). We try to accommodate visits on most days depending on the Pre-school's activities. Visits start at 9.30am and end at 10.15am. During your visit, staff will be happy to answer any questions that you may have.

You will then be required to fill in the registration form which has been included in this hand book.

You will have an opportunity to specify what your preferred sessions are, which we will do our best to accommodate.

If there are no available sessions, your child will be put on our waiting list and we will inform you at the earliest date when a session does become available.

Once we have received your registration form from you and we have confirmed to you which sessions we have available for your child, you will be required to send us a deposit of £50 which will hold the sessions for your child. Please refer to the Deposit letter included for more details.

Opening Times

From 6th September 2010 we will be open as follows:

	Morning session 9am – 12pm	Lunch Club 12pm – 1pm	Afternoon session 12pm – 3pm (includes lunch club)
Monday	Open	Open	Open
Tuesday *	Open	Open	Closed
Wednesday	Open	Closed	Closed
Thursday	Open	Closed	Closed
Friday	Open	Open	Closed

*Tuesday morning (9am – 12pm) includes our rising 5's session.

We operate our sessions by following the local school term times.

Fees

At the beginning of each term you will receive an invoice for your fees. Payment is required by half term of the invoiced term. Fees need be handed into the Treasurer, for which we accept cash or cheques. You may also pay directly into our bank account details of which are highlighted on any invoice you may receive. In addition we also accept Childcare vouchers.

Fees are currently £11.00 per 3 hour session. This will increase to £12.00 per 3 hour session from the autumn 2010 term, which commences on September 6th. Lunch Club is charged at £4.00.

The Government's nursery grant fund rules that from September 2010 children over the age of three are entitled to 15hours Free Entitlement per week, over 38 weeks a year, equating to a maximum of 570hours per year. Funding commences at the start of the term following their third birthday. If your child is eligible to the Free Entitlement, your fee will be covered unless you request above the 15hours, and then you will be invoiced for any extra hours at £4.00 per hour. If you have any questions regarding Free Entitlement please speak to Heidi Francis on 01306 628272/07743 227779.

Once your child starts at the Pre-School, all sessions must be paid for including sessions missed through illness and holidays.

We require a minimum of six weeks notice, in writing, if your child is leaving the Pre School or reducing sessions. Failure to do so will result in you having to pay for all missed sessions your child attends each week for six weeks.

It is the parent/carers responsibility to read all Pre-School policies, please see a member of staff to do so.

Staff

Hilary Leigh	-	Supervisor
Wendy Williams	-	Assistant Supervisor / SENCO Representative
Alison Mackay	-	Assistant
Karen Martin	-	Assistant
Sara Doy	-	Assistant
Amanda Stanley-Jones	-	Assistant
Kim Cross	-	Assistant
Marie Minihane	-	Assistant
Stephanie Richardson	-	Assistant

Committee Members

Sophie Weston	-	Chair-Person
Sally Collins	-	Secretary
Becky Strafino	-	Treasurer
Sarah Bessant	-	PR
Rachel Barnard	-	PR
Kelly Allen	-	Fundraiser
Lynsey Olliver	-	Fundraiser

Non – Committee Members

Louise Errett	-	Book Keeper
Heidi Francis	-	Registration

The Parents' Handbook is subject to change. Parents will be informed of any changes.
Last revised 17th May 2010