



Theale Under 5's

WELCOME TO THEALE UNDER 5'S

LEARNING THROUGH PLAY

A REGISTERED CHARITY

Sessions held: Monday to Friday mornings
09.15 – 11.45am

At: Theale Village Hall
Englefield Road
Theale
Berks

Registration Fee: £5.00

Price: £6.00 per session

Telephone (0118) 930 2766 Teresa Dean - Supervisor
(0118) 930 2719 Sue Haines - Supervisor
Hazel Eastlake - Chairperson

Telephone No.'s: 07813479546 (This mobile number will be answered during pre-school hours. Please leave a message outside this time.)

(Revised September 2008)

Please read and keep this for future reference.

Reg. Charity No. 1038235

Member of PLA

Sponsored by Sansome & George

History of the Group

Theale Pre-school was officially formed in November 1965 and was held in the old Parish Room. The Group expanded with the growth of the village and has occupied the Village Hall since 1978.

About the Group

We aim to provide a safe, happy stimulating and enjoyable environment in which the child can learn and develop to their fullest potential in their own time. We do this in partnership with parents, who we value as the first educators of young children.

To assist the child to form relationships with other adults and children so they will be ready for the transition to Nursery or Primary School.

We provide sand, water-play, playdough, painting, home corner, dressing-up, jigsaws and books along with a selection of Lego, cars, trains, dolls and prams, construction toys, musical instruments, climbing frame and slide. These activities cover the six areas of learning as specified in the Foundation Stage Profile set by the Department for Education and Skills (DFES).

These activities provide the children with physical play, imaginative play and creative play, They help language development and also with the children's emotional, social and intellectual development.

Parents/carers are always welcome to stay and help during Pre-school sessions. We also need help from parents/carers for all the fund raising events and in the forming of the Committee.

Running of the Group

The Group is run by parents through a Committee who are elected annually at the AGM held in the Autumn term. The Committee consists of a Chairperson, Secretary, Treasurer and not less than 2 nor more than 9 others and if the committee decides, not more than 3 members co-opted, most of whom are Pre-school parents like you. The help and support of parents is essential to ensure the continuing success of the Pre-school.

We are registered with Ofsted to take 2½ - 5 year olds, up to 26 children per session. A copy of our Certificate of Registration is displayed on the notice board.

Insurance – a copy of the Insurance Certificate is also displayed on the notice board.

We are a member of the National Pre-school Learning Alliance, a voluntary body which is registered as an educational charity. A copy of the Constitution is also displayed on the notice board.

Registration Fee

A £5.00 non-refundable enrolment fee is required when you add your child's name to the waiting list.

Before entry to Pre-school you will be invited to attend our Parent/Toddler group with your child, which is held on Thursday afternoon between 1.00-2.30pm. You will also be given the opportunity to visit a Pre-school session.

Theale Under 5's meet at the Village Hall, Englefield Road, Theale. Sessions are held at terms time only – Monday, Tuesday, Wednesday, Thursday and Friday mornings 09.15 – 11.45am.

Fees

Fees are invoiced every half term and are payable each half-term in advance. Payment is requested within two weeks of issue of the invoice, as the fees are important to cover our running costs. If you are unable to meet the cost of our fees please speak to the Supervisors, in confidence, as there may be sources of help available. We do not offer refunds for non-attendance, but in special circumstances such as a stay in hospital, fees may be refunded. If you have any problems or queries about our fees, please speak to one of the Supervisors.

Should your child leave Pre-school, we require a full half term's notice in writing. If your child leaves midway during a half term then a full half term's fees are payable.

Funding

Your child's place at Pre-School will be funded by the Local Education Authority the term after their third birthday. The Supervisors will inform you that funding is available and will give you a Parent Declaration Form to complete.

From September, 2003, the Nursery Education Grant funding that your child will receive the term after their 3rd birthday, covers the cost of fees for up to 38 weeks a year. We are open for 36 weeks a year using the two extra weeks for planning and the cleaning of equipment.

Staff

We meet, and aim to improve on, all minimum staffing requirements. For 2½ year olds we provide a staff/child ratio of 1:4. For 3-5 year olds the minimum requirement is 1 adult to 8 children and we aim to provide a better ratio.

All staff must successfully pass through Police and Health checks and sign a statement of suitability and a non-discrimination declaration, as required by Social Services.

We work towards an equal opportunities employment policy and are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

Training is available to all staff to increase and up date their knowledge and skills.

Once your Child has been Registered

You will be contacted when a place becomes available, to arrange when your child will be able to start Pre-school. Preference is given to 3 years olds. However, if we feel your child is ready they may start at 2½ years of age if a space is available. We reserve the right to withhold a permanent position for your child if we feel he/she is currently not ready to attend Pre-school on their own.

On starting Pre-school we will ask you to fill in a registration form.

Children attending Pre-school should be dressed in play clothes and suitable footwear.

We wish to point out that we DO NOT allow the wearing of jewellery during pre-school sessions, if pierced earrings are worn they MUST be stud earrings.

A drink of milk or water and a biscuit or a piece of fruit is offered to each child during the session.

Please do not allow your child to bring sweets to Pre-school.

Please read the notice board, as it is there to keep you up to date with what is happening.

Encourage your child to choose an item relating to the letter or theme of the week to bring to the Pre-school session. The letter or theme can be found on the notice board and on your current Newsletter which is issued every half-term.

Child Not Collected

- All parents are asked to ensure that their children are collected promptly at the end of each session. Every effort will be made to contact the parent/carer to collect their child, but if this is not possible, the person given as an emergency contact will be asked to come and collect the child. If your child has not been collected within 30 minutes after the session, Social Services will be contacted. This is standard Social Services procedure.
- If you are unable to collect your child from Pre-School, please let a member of staff know at the beginning of a session. You will be asked to write the name of the person collecting your child together with a contact number in a book. Should an emergency occur during the session, please telephone the Pre-School on the Village Hall telephone number: Mobile 07813479546 . Thank you for your co-operation, this procedure is for the personal protection and safety of your child.

Parental Involvement

Parents are the first educators of their young children. The Pre-school's aim is to support the children's essential work. We will:

- Make all new parents aware of the group's systems and policies.
- Encourage parents on an individual basis to play an active part in the management of the group and to be part of the weekly parent's rota where parents attend sessions to participate and help children with the activities.
- Ensure that parents are informed on a regular basis about their child's progress. Parents can ask to see their child's Development Records at any time. Please ask your Child's Keyworker to arrange this.
- Your Child's Keyworker will arrange an appointment to discuss your child's progress the term after they have started pre-school.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- Involve parents in shared record keeping about their own child, either informally or formally.
- Make known to all parents the systems for registering queries, complaints or suggestions.
- Provide opportunities to learn about the Pre-school curriculum and about young children's learning, in Pre-school and at home.
- Provide regular newsletters.

In return we ask all parents to:

- Read the notice board, as it is there to keep you up to date with what is happening.
- Encourage your child to choose an item related to the theme to bring to the Pre-school session. The themes can be found on the notice board.
- Value **everything** that your child brings home, and talk to them about it – if they want to!
- Understand that your child may not bring something home after each session, as we believe that playing forms an important part of their learning.
- Inform us of any significant change in home circumstances.

Equal Opportunities

It is our policy not to discriminate on the grounds of ethnicity, gender, disability, religion or linguistic background in terms of admission of children, provision of activities or as an employer. We aim to show respectful awareness of all the major events/festivals in the lives of children and staff, and in our society as a whole, and welcome the diversity of backgrounds from which they come.

We recognise that children have a right to grow up and learn in an environment free from prejudice and without discrimination. Discriminatory behaviour is unacceptable in the Pre-school. We aim to meet the needs of all children in our care in accordance with their stage of development, and value them as individuals. We try to promote positive images of people of both sexes and all ethnic groups, with or without disabilities. Where possible we try to provide for children and adults with disabilities or learning difficulties.

Resources and activities will be chosen to give children a balanced view of the world and an appreciation of the differences and similarities between themselves and others.

Special Needs Including Special Educational Needs and Disabilities

Our Pre-school aims to have regard to the DfEE Code of Practice on the Identification and Assessment of Special Educational Needs, and to welcome and to provide appropriate learning opportunities for all children. We aim to provide an environment in which all children are supported to reach their full potential.

We will provide support and expertise. Outside agencies including the Early Years Development and Childcare Partnership team will be called in to give advice and support and the staff will receive training where appropriate.

Children with special needs, like all other children, are admitted to the Pre-school after consultation between parents, Pre-school leader and Keyworker.

We ensure that our physical environment is as far as possible suitable for children with SEN/disabilities.

Our system of observation and record-keeping, which operates in partnership with parents, enables us to monitor children's needs and progress on an individual basis.

Early Years Action: Should it become apparent that any child's behaviour/stage of development gives cause for concern, then this should be brought to the attention of the SENCO (Special Educational Needs Co-ordinator). They will consult with the child's Keyworker and parents and decide how to address the problem and record what happens as a result.

Early Years Action Plus: When we have a record of all we have done and its outcomes, we would involve a specialist to help. An IPP (Individual Play Plan) would be drawn up, taking the child's age and stage of development into consideration and monitored for progress.

Our Keyworker system ensures that each adult is specifically responsible for a group of children, so each child receives plenty of adult time and attention.

If it is felt that a child's needs cannot be met in the Pre-school without the support of a one-to-one worker, funding will be sought to employ one.

We work in liaison with staff outside the group, including therapists, health visitors, psychologists, social workers, paediatricians and portage workers, to meet children's specific needs.

Our staff attend whenever possible in-service training on Special Needs arranged by the EYDCP and other professional bodies.

Record Keeping

It is a statutory requirement that full details of the children attending the group are kept. Children's records will include:

- Full name, address and telephone number of parents and child
- Child's date of birth and a photocopy of Birth Certificate
- Record of immunisations and allergies and other significant health information.
- Parent's place of employment and telephone number.
- Telephone number of carer/childminder to be contacted in case of emergencies.

- Name, address and telephone number of family doctor.
- Written consent for Pre-school group staff to provide first aid or seek medical attention for the child in emergencies.
- Parental permission form for administering medicines
- Written consent form to obtain permission from parents to take child on outings.
- Any other relevant information e.g. access or custody arrangements.
- Your permission for us to take photographs of your child during specific activities as part of our record keeping and observation.

Records will also be kept on the child's activities and progress within the group. This will help staff to plan appropriate activities for your child and enable them to give accurate information to parents on progress. Parents are encouraged to work in partnership and to contribute information on their child's achievements. Staff actively encourage parents to discuss their child's progress.

Parents have access to their child's records and if you do not wish a progress record to be kept for your child please let the Supervisor know in writing.

When your child leaves the pre-school, a copy of your child's records will be passed to the Nursery or School your child will be attending with your consent. You will receive a brief report outlining your child's development within the six areas of learning.

Keyworker System

- A set curriculum is maintained covering the following six areas:
 - 1 Personal, Social and Emotional Development
 - 2 Knowledge and Understanding of the World
 - 3 Creative Development
 - 4 Communication, Language and Literacy
 - 5 Problem Solving, Reasoning and Numeracy
 - 6 Physical Development.

See Appendix 1 for examples of the activities that these areas cover.

- Keeping records of children is now a statutory requirement. Members of staff have specific children who they keep records on. They carefully observe and note the development of each child. If you have any questions regarding this please speak to your child's Keyworker who will be happy to show you your child's file and explain fully how records are kept. ALL RECORDS ARE STRICTLY CONFIDENTIAL AND ARE KEPT IN A LOCKED FILE. You may ask to see your Child's records at any time. Please speak to your child's Keyworker. These records are then passed to the Nursery or School when your child leaves. You will receive a written report on your child's progress.

Child Protection

We intend to create an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to.

We will provide training opportunities for staff to ensure that they recognise the symptoms of possible physical abuse, neglect, and emotional and sexual abuse.

Whenever worrying changes in behaviour or appearance are observed a separate and confidential 'Record on Concern' form will be set up which will include timed and dated observations, describing the situation objectively, the exact words spoken by the child, the dated name and signature of the recorder.

These details will be kept in a separate file and will not be accessible to anyone in the Pre-school other than the Pre-school leader, Keyworker or other appropriate member of staff. This information will be shared with the Parent at the same time and/or the referral assessment team.

The parent's are informed when the report is made, except where the guidance of the local Area Child Protection Committee does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

The Child Protection telephone numbers are held in the Register.

Complaints Procedure with regard to Child Protection

The procedure to be followed in the event of an allegation being made against a member of staff or volunteer is as follows:

- We ensure that all parents know how to complain about a member of staff's or volunteer's action within the pre-school, which may include an allegation of abuse.
- We follow the guidance of the Area Child Protection Committee when investigating any complaint that a member of staff or volunteer has abused a child.

- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as it were an allegation of abuse by any other person.

Complaints Procedure

Anyone who is uneasy about any aspect of the group's provision should first talk to the Keyworker or Pre-school Supervisor. If you do not feel that you have achieved a satisfactory outcome within a couple of weeks, or if the problem recurs, your concerns should be raised with the Chair of the Pre-school Committee. The parents and Pre-school Supervisor should then be involved in solving the problem. At any meeting the parties involved can have a friend or partner with them and a written record of the discussion should be made.

A Complaints Book is provided and is accessible during every session. The date, source of complaint eg parent, staff member, etc. nature of complaint, how it was dealt with including actions and outcomes must be recorded. Appropriate and prompt action is taken on any concerns raised and complaints are fully investigated. Complainants should be notified of the outcome within 28 days. A record of all complaints is maintained and information from that record is shared with parents on request. All complaints records are accessible and Ofsted has a right to inspect these.

All complaints will be dealt with in confidence.

If the outcome is still unsatisfactory a mediator can be invited to attend to help solve the situation. The Pre-school Learning Alliance can provide mediators if required. If a possible breach of registration regulations is involved then Ofsted will be involved as well.

Please speak to a member of staff if you have reason to complain or to the Chairperson if the complaint relates to a member of staff.

Chairperson – Hazel Eastlake (please ask a member of staff for contact address)

See Page 14 of this document for Ofsted address and telephone number.

Ofsted Inspection

Where Ofsted notifies the registered person in advance of the period in which an inspection will be carried out, the pre-school Supervisor passes on that information to parents in advance of the inspection. The pre-school Supervisor ensures that copies of the inspection report are provided to all parents.

Confidentiality Policy

We will respect confidentiality. Parents will have access to the files and records of their own children but will not have access to information about any other child.

Staff will not discuss individual children with people other than the parents of that child, unless permission has been given by the child's Parents.

Health and Safety

The health, safety and welfare of everyone in the group are paramount at all times. We will discuss any concerns about your child with you and hope you will raise any concerns with the Supervisor, in confidence. We have ensured that at least two members of staff present are trained in First Aid, and that all our staff are familiar with safety procedures and what to do when faced with accidents and illness. A correctly stocked First Aid box is available at all times. An Accident Book is kept and details of any accident, however minor, will be recorded and the Parent or Carer will be asked to sign this when they are informed of the accident.

Parents are required to give written permission for medical advice to be sought or treatment to be given in an emergency during pre-school session. See Registration Form for details.

Treatment can only be given for minor accidents. If the accident is more serious your child will be taken to hospital/health centre and you will be contacted straight away.

An Incident Report is kept with details of any incident that may occur during a pre-school session.

Staff, in the case of injury or spillage of blood and other body fluids always carry out safe procedures. Our Staff are trained to deal with this in a safe way at all times to avoid risk of cross infection. All cleaning materials are kept out of children's reach.

Everyone at the Pre-school is responsible for safety within the group. Equipment is checked regularly and parents/carers are asked to bring to the attention of the staff, or committee, any hazards or problems they notice with equipment.

The children are made aware of the rules introduced for their own safety e.g. no throwing of sand.

We have a No Smoking Policy. Smoking is not permitted by staff or visitors to the group during any session.

Lost Child

If a child becomes lost while in our care we will ensure the safety of the other children while initiating a search. If the child is not found the police and parents will be contacted immediately.

Following the incident a full risk assessment will be carried out and procedures reviewed.

Health

- No child will be accepted at a session if unwell. It is important that no child should attend the Pre-school if he/she has had diarrhoea and/or vomiting within the preceding 24 hours the child needs to be well for 48 hours before returning to pre-school.
- A child must not attend the group if he/she has an infectious disease and we should be informed, particularly in the cases of Rubella (German Measles). See Appendix 2 for more details.
- Any allergies, asthma, past major illnesses etc should be reported – see enrolment form.
- Basic hygiene rules are observed. All Pre-school staff and children wash their hands after using the toilet and before handling food.
- Should a child have an allergy (e.g. nuts, wasp-stings etc) whereby he/she may require a life saving injection whilst in the setting, they will not be accepted into Pre-school until staff have received training on administering medicine.
- It is the responsibility of the parent/carer to supply, check and maintain the long-term medication, e.g. EpiPen, Asthma pumps. The setting will ensure that long-term medication is kept secure.

Safety

- Security alarms are used on all doors while sessions are in progress and a security chain is fitted to the inner door at the front of the building.
- Equipment is checked regularly for safety.
- Children are not allowed to throw sand or other objects or use spiteful behaviour and are made aware of rules introduced for their own safety.

- No children are allowed in the kitchen unless supervised by an adult, e.g. changing clothes, requiring First Aid treatment.
- The welfare of every child in the group is paramount at all times. We will discuss any concerns about your child with you, as parents/guardians, initially and hope that you will discuss any concerns you may have with the Supervisor of the group.
- In the event of someone other than yourself collecting your child, the Supervisor should be advised prior to or at the beginning of the session and the details entered in the collection book provided.
- In the event of a fire occurring we have a procedure to follow, this is displayed in the hall during Pre-school sessions and volunteers are made aware. We carry out a fire drill each half-term.

Behaviour

A certain standard of behaviour is expected. We focus on children learning how to work, play, co-operate with others and function in a group beyond the family.

We praise and endorse desirable behaviour such as kindness and willingness to share.

Bullying

Bullying involves the persistent physical and verbal abuse of another child or children. We take bullying very seriously.

Adults do not use any form of physical intervention, e.g. holding or restraining a child, unless it is necessary to prevent personal injury to the child, other children or an adult.

Parents are informed about their children's behaviour. We work with parents to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.

An Incident Report is kept with any details of any incident that may occur during a pre-school session and the parent/carer would be informed and asked to sign.

Fire

A register is completed at the beginning of a session so that a complete record Of all those present is available in an emergency.

Fire drills are carried out each half term and details recorded in the Fire Drill Book which is kept in the front of the register. The procedure is displayed on the notice board in the hall and all rota helpers and staff are aware of the procedure. The building is evacuated and the Supervisor checks all children's names against the register, having first checked that the building is empty. In the Supervisor's absence, another member of staff will deal with the evacuation procedure and ensure all children are taken to a place of safety.

All fire fighting apparatus will be checked annually. Fire doors must not be obstructed.

Outing Procedure

If we have an outing off-site, Parents/Carers are invited to attend with their child(ren). If you are unable to accompany your child, please come and talk to us as we may be able to help. Any children who are unaccompanied on an outing, are looked after by a member of staff, with a ratio of 1:2.

Occasionally, we take the children onto the field at the back of the Village Hall during a pre-school session. The form at the back of this policy document will give your consent for us to take your child onto the field for play sessions. Please complete and sign it for our records.

We also tie fencing at the back of the building to make a secure area for the children to play outside. This is between the main hall building and the garage.

Thank you for taking the time to read this document, we look forward to happy and productive sessions with your child.

PRE-SCHOOL STAFF

Supervisors	Mrs Teresa Dean	Diploma in Pre-school Practice First Aid
	Mrs Susan Haines	Diploma in Pre-school Practice First Aid

Under 3's Keyworkers

Mrs Jane Darling	Introduction to Pre-school Practice Diploma in Pre-school Practice First Aid/SENCO
Mrs Sharon Wheeler	NNEB First Aid

Volunteer Helper

Mrs Valerie Wigmore

Child Protection – the Supervisors are responsible for liaising with local Child Protection agencies and with Ofsted in any Child Protection situation.

Useful Address: OFSTED
Inspection Support Team
South
Freshford House
Redcliffe Way
BRISTOL
BD2 6NL

Telephone: 08456 404040

PLEASE RETURN THIS PAGE TO THEALE UNDER 5'S

Child's Name:.....

I have read and understood the policy document.

Signature Date:.....

I give my consent to take my child onto the field as part of the pre-school session.

Name of Child:.....

Name of parent:.....

Signature Date:.....

I give my consent for photographs to be taken as part of my child's record keeping observations and for use within the group, e.g. display purposes, during the pre-school session only.

Name of Child

Name of Parent

Signature Date

I am/am not interested in becoming a Committee Member

If yes, please complete the details below and the Chairperson will contact you.

Name (in print)

Contact Number