



HANDBOOK

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Welcome to Pool Pre-School Group

This handbook is aimed at providing you with the information we think you and your child will need to know about Pool Pre-School Group. However, if you have any questions that the booklet does not answer please ask a member of staff or a committee member - we will be only too pleased to help.

We aim to make your child's time at Pre-School a happy one and hope they enjoy the sessions that they spend with us. We believe that by the time they leave us they will have gained a number of useful skills and will be ready to start 'big' school.

We are a member of the Early Years Alliance (EYA), a national organization that supports and advises groups who cater for under fives and their parents/carers.

EYA exists to help parents/carers to understand and provide for the needs of their young children. It aims to promote community situations in which parents/carers can make, with growing enjoyment and confidence, the best use of their own knowledge and resources in the development of their children and themselves.

We also take help and advice from the Early Years Department at Leeds City Council.

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The Aims of our Setting

- To provide a welcoming and friendly environment for children and their families.
- To create a stimulating, caring and safe environment for all children in our care.
- To develop children's individual learning through a planned quality curriculum, following the elements of the early year's foundation stage.
- To ensure that our children 'Learn Through Play'.
- To follow the Practice Guidance for the Early Years Foundation Stage which sets the Standards for Learning, Development and Care for children from birth to five years of age.
- To ensure we adhere to the Statutory Framework for the Early Years Foundation Stage which helps children to achieve the five Every Child Matters outcomes.

Starting at Pre-School

Each child is allocated a key person who will be responsible for settling your child into Pre-School and looking after them throughout their time with us. Most children settle into Pre-School very easily and we want their introduction to be a happy one. For some children this is not the case and, in these circumstances, we encourage you to stay with your child until they are happy to be left on their own. If you feel that a home visit by the Manager and your child's key person would be beneficial, we are happy to do this. All children are different and we are happy to discuss various options with you, to make the transition as easy for your child as possible. If at any time you feel your child has worries which might affect their behavior or enjoyment of attending, please let the Manager or your child's Key Person know so that we can support your child as much as possible.

Wrap around Care

Pre-School is open Monday to Friday term time only; we offer a late club which runs every evening until 5.30pm and an early drop off from 8am. Children are given a more substantial snack to help keep them going until home time. We do not currently offer holiday cover however we can direct parents to available, trusted holiday clubs within the local area.

Registration Forms

Please notify the Pre-School Manager of any changes to the details of your registration form, such as change of contact numbers etc.

The Pre-School Session Structure

The Morning session runs from 8.30am until 12pm. The Afternoon session runs from 1pm until 3.45pm. We offer full day care from 8.45am until 3.30pm from Monday to Friday with parents providing a packed lunch for their child. Children may stay for the lunch period either following a morning session or before an afternoon session. Late Club is available for parents requiring a longer day which runs from 8am until 5.30pm (subject to availability).

Arriving for your child's session.

The Pre-School door remains locked for the safety and security of everyone. Please wait outside to door until it is opened for the beginning of the session at 8.30am, in poor weather please use the sheltered play area to wait.

Staff often hold meetings or in house training prior to Pre-School opening, we are also covering lunch breaks before the start of the afternoon sessions- therefore we are unable to allow early entry and ask parents to please show patience.

Parents are then encouraged to help their child to hang up their named belongings on any available peg, packed lunches should be placed on the lunch trolley- staff will be on hand to help with this. Children are then encouraged to find their name card and post it into the basket located on the same table.

Snack Time

We operate a free-flow cafeteria style snack-time. The Pre-School provides milk and water and a healthy snack such as fruit, breadsticks, rice cakes, wraps

or crackers. Special provision is made for dietary requirements. Fresh drinking water is available throughout the session.

End of session/Circle time

The children sit down together and listen to stories, with or without props, sing nursery rhymes, play games, musical instruments or discuss something topical relating to the theme before sitting down for lunch. Children who are going home after the morning session are given any paintings/crafts they have done to take home children leaving Pre-School at the end on the day will have belongings stored in their bags prior to handover. Please ensure prompt collection of your child at their prearranged pick-up times as this could result in late collection charges for repeated failure to do so.

Continuous Provision

During sessions there will be a range of activities to choose from, both inside and outside, including sand, Playdough, books, construction toys, role play/dressing up, drawing/mark making, painting, sticking/junk modelling, puzzles/games, bikes. These resources are often referred to as "Continuous Provision" because they are always available and give children a secure base from which to explore from helping them to gain confidence. Other resources and activities are also available which help to challenge and develop different skills and learning.

Pre-School Staff

All Pre-School staff have relevant Early Years qualifications and/or years of previous experience in working with children and all have an appropriate First Aid qualification. Named staff photographs are displayed in Pre-School and all staff have advanced CRB/DBS checks. Some members of staff have additional duties e.g. health and safety, child protection, special needs etc. For details, please speak to the Manager. To see which days staff work, please see the staff rota on the notice board in the cloakroom.

Key Person & Child Profiles

In accordance with Ofsted, we operate a Key Person system. Your child's Key Person (named in your child's profile) will follow their progress throughout their time with us. Observations will be made on your child and will be recorded in their profile which is available to access at any time. If your child's key person is not available (due to illness, holiday etc.) another member of staff will be responsible for your child. If you wish to take home your child's profile you are welcome to do so, please ask your child's keyperson who will make this available

Observations and Planning

Planning for the half-term is displayed on the information wall in entrance to the hall. It shows how we intend to support the seven areas of learning in the setting with information taken from children's learning and development summaries, 2-year progress checks and "All About Me" information provided by parents.

Staff gather observations on your child during play; some observations are planned to support your child's 'next steps' or reflect your child's current interests. All observations along with photographs and samples of children's work are recorded in the 'Diary' section of their profiles. This information then helps us to gather valuable information to ensure that your child reaches their full potential.

Learning and Development summaries are completed by your Child's keyperson every term. Staff summarise your child's current interests in both the prime and specific areas of learning whilst noting the characteristics of effective learning. Key persons also plan meaningful next steps for the coming term and reflect on the impact that prior learning targets have made. This forms a basis for a specifically tailored individual learning plan using the Development Matters as a guide to ensure developmental milestones are achieved.

Attendance

If your child is unable to attend a session, please contact Pre-School as soon as possible to let us know and to advise us of the likely duration of their absence. If you are planning to take your child out of Pre-School for a holiday, please let their key person know.

Clothing

Children should be suitably dressed. We play outside in all but extreme weather so a warm coat is desired for winter months. We encourage all children to become independent and as such it is easier for them to have clothes that are easy to put on and take off. Try to avoid buckles, belts, tights and difficult fastenings - keep these things for at home. Elasticated waists and easy t-shirts are good for Pre-School. We have a small supply of clothes in case of accidents. Please make sure all clothing, shoes and hats are clearly named.

Pre-School t-shirts and sweatshirts are available from the Pre-School. For an order form please see a member of staff, some uniform is carried in stock but any orders placed will be available within approx. 2 weeks.

Some good quality used uniform is available to purchase at 50p per item, please see a member of staff.

Toilet Issues

Occasional accidents are expected, especially with new starters so it is always useful to put some spare clothes and wipes into the child's bag.

If your child is not fully potty/toilet trained we ask that you send them in nappies and provide additional nappies, wipes and nappy bags in a clearly named bag.

If Your Child is Unwell

If your child is suffering from diarrhoea or sickness, we request that you keep them at home and allow 48 hours after the last bout to pass before bringing them back into Pre-School, also if your child is prescribed antibiotics, please keep at home for the first 48 hours. (This recommendation comes directly from the Local Authority). Should your child contract any infectious disease, especially German measles (Rubella) or chicken pox, please notify the Pre-School Manager. If your child becomes ill whilst at Pre-School you will be contacted on the emergency number provided in the registration form. All of our staff have relevant First Aid qualifications should first aid treatment be required.

Accident/Incident Book

Where an accident/incident has happened, an entry is made in the Accident/Incident Book and the parent/carer of the child is asked to sign the book when the child is collected.

Pre-School Committee

Pool Pre-School Group is a registered charity run by a voluntary Committee. The Committee comprises the Officers (Chairperson, Secretary, and Treasurer) and Committee members, all of whom are elected at the AGM held in the autumn term. Meetings are held half-termly and all parents, as well as Committee members, are invited to attend.

If you have experience or an interest in finance, fund-raising, personnel or shopping, why not offer some of your time to help.

There is a list of current committee members on the wall in the Pre-School entrance.

Fund Raising

Various events are arranged to help raise funds to benefit Pre-School. All events are organized and run by the Committee, staff and parents/carers. Any help you can offer for these events is much appreciated. We always welcome new ideas and help. Pre-School fundraising meetings are very informal and are held prior to committee meetings.

Helping at Pre-School

We operate an open-door policy and welcome any parent/carer to come into Pre-School to help at any time. We are grateful to all parents/carers who help with fundraising and sit on the Committee.

Newsletters

Newsletters are emailed home every half-term (if you prefer a paper copy please to the manager) and are posted on our website. Occasionally letters/bills are sent home please check your child's pictures etc, in case letters have been placed amongst them. A copy of the newsletter is also posted on the notice board.

Fees & Payments

Children are funded by the Education Grant for up to 15 hours a week (Universal Entitlement) from the start of the term after their 3rd birthday, subject to availability. Working parents can claim up to 30 hours per week. For non-funded hours or additional sessions requiring payment, Pre-School sessions is billed per hour. All fees should be paid promptly to the Pre-School Administrator (Sue Grange) once a bill has been issued. We reserve the right to withdraw a child's place in the event of repeated non-payment of fees. If at any time you have difficulties in meeting payments please speak to the Manager, Chair Person or Administrator, in strictest confidence. Payment plans can be arranged.

If you think that you may qualify for 2yr funding or Pupil Premium please speak to Mrs. Vikky Campbell for information.

Clarification of funding dates.

To claim funding for the Autumn term claims must be made by 31st August, children will be funded from 1st September. For the Spring Term claims must be made by 31st December to claim from 1st January and for summer term funding claims must be made before 31st March, to receive a funded place. All forms relating to the grant should automatically be handed out through Pre-School. Any queries please see our Administrator Sue Grange or Mrs. Vikky Campbell Pre-School Manager.

Pre-School Policies & Procedures

Pre-School follows the policies and procedures adopted from the EYA. Please speak to Mrs. Vikky Campbell if you wish to see a particular policy, a full list is available on the Pre-School Website

Complaints

If you have any problems or complaints, it is advised that initially you try to discuss the problem privately with the person concerned. The Manager or Chairperson is also there to help, so please do go to them, and the matter will be dealt with in confidence. However, if you are still not satisfied, please refer to our Complaints Procedure which is on the notice board.