Harleston

Pre-School Nursery

Introductory Handbook Pt1

(to be retained by parents)





WELCOME TO OUR PRE-SCHOOL NURSERY

The aim of our pre-school is to provide a friendly and caring environment which is both safe and stimulating for all the children in our care.

We believe that children learn best through play; the activities and equipment that we provide and the sessions are organised in such a way, to encourage development within the seven areas of learning identified in the Early Years Foundation Stage.

We are registered and work closely with Ofsted, and are regularly inspected, which ensures we are meeting all the requirements of the Early Years Foundation Stage. We have strong links with local schools and other outside agencies. The children are supported by professional staff holding relevant early year's qualifications. Children at our setting are encouraged to progress at their own pace and at a level suitable for each individual child.

WE WILL DO OUR BEST TO MAKE YOUR TIME WITH US A HAPPY TIME.

The manager is Jayne Rayner: jayne@alburghwithdentonpreschoolnursery.co.uk

The administrator is Tracey Scarle: info@alburghwithdentonpreschoolnursery.co.uk

The two deputy managers are Karen Reeve and Allie Moss, and our Early Years practitioners Emily Waterfield, Courtney Stokes, Kerry Foxon, Nicola Bolton, and Rebecca Cantrill complete our team. (Sept 25)



The following information is to help you understand our working policies, which are always available for you to look at to help to give you an insight into the day to day running of the pre-school and to familiarise you with your child's pre-school care.

Part 2 of this booklet is to be completed and signed, then returned to the setting before your child starts - for our records.

ALBURGH WITH DENTON AND HARLESTON PRE-SCHOOL NURSERY TRUSTEES

Our pre-school is a registered charity, Alburgh with Denton Preschool Nursery is a Charitable Incorporated Organisation (CIO) a non-profit making organisation. Which was set up to provide affordable childcare to the families within our community. We have a number of trustees appointed to support the operation of the preschool and Trustees meet regularly. Part 2 of our handbook contains a letter inviting you to become a member of our charitable organisation. We are continually seeking to expand our Trustee board. If you are interested in becoming a Trustee for our charity, or would like more information, please speak to a member of staff.

4.1 NURSERY SESSIONS (HOURS/PLACES AVAILABLE)

Nursery sessions are held in our own building in the grounds of Harleston Primary school, every day from 8am to 6pm

Children may attend the holiday club 'stay and play' sessions with their parents, prior to starting the setting; to familiarise themselves with the setting routines and staff.

At the close of each session, we ask that you collect your child promptly; this not only helps us to run the group effectively but also adds security to your child's visit. If you are not picking up your child we ask that you let us know the name of the person collecting on your behalf, as we will not allow your child to go home with anyone unless you have authorised the situation previously.

We are registered with Ofsted and we have a maximum of 24 places available per session, we cannot exceed this number. We are required by OFSTED to ensure that the ratio of staff to children is correct at all times.

4.2 SETTLING IN/STARTING AGE

We advise that parents attend the first one or two sessions with their child, this enables your child to familiarise themselves with both the staff and layout of the preschool, whilst having the added security for your child of having their parent present Alternatively, you can come a spend a couple of short sessions, during our holiday clubs, staying and playing with your child, prior to them starting preschool. Please contact the preschool in advance to book these stay and play sessions. Prior to your child starting pre-school, home visits can be arranged if requested; with two members of staff coming to your home – one of which would be your child's keyworker. Our pre-school is available to children in the age of 2 to 5 years, although we only have a maximum number of two-year-olds at any one session.

We encourage you to bring any comforter that your child may be attached to, i.e. blankets, teddies, dummies etc during the settling in period.

4.3 TOILET TRAINED

It is not necessary for your child to be clean and dry, as changing facilities are available. However please provide nappies and a change of clothing in case they are required for use.

4.4 ILLNESS/MEDICINES

If your child is unwell prior to your journey to pre-school, they are best kept at home with the love and support of their family and in a quiet and peaceful environment.

If your child has a contagious illness, please keep them at home until it has cleared. If your child becomes ill during a session we will try and contact you, however, if this is not possible we will take care of your child until you collect him/her.

If your child requires medication during a session, please leave clear written guidelines for the staff, they will then administer the correct medication. A form is supplied for you to complete in part 2 of our introductory handbook.

5.1 SPECIAL EDUCATIONAL NEEDS

Our pre-school is available to all children regardless of their disabilities. We work closely with

OFSTED, Children's Services and other professionals, to enable your child to become an active member of our pre-school, and make suitable learning steps.

5.2 EQUAL OPPORTUNITIES

Everyone is welcome regardless of race, culture or religion. We aim to provide within our group the knowledge and understanding that although people can be outwardly different, we are all of an equal standing. In our modern society there is an ever-increasing need for fathers to play an important role in their children's lives, therefore we hope that fathers/male relatives feel welcome to come and participate.

5.3 FEES AND WAITING LISTS

The hourly rate for all of our childcare services is £4.30 per hour (Sept 25) this is for children whose childcare fees are not covered by Government Early Education funding. Government funding is available to all 3- and 4-year-olds, (Universal 15 hours is available to your child, in the term after their 3rd birthday) or Extended 30 hours funding for working parents.

There is also funding available for eligible 2-year-olds, 15 hours funding is available for children in the term after their 2nd birthday, if you and your family are on low income. There is 30 hours Early Education funding for your child if you are a working parent, which can be accessed when your child is 2 years old.

You can check on the Government website to see if your child is eligible for Early Education funding.

For non-funded children accessing any of our childcare services, invoices are sent out monthly via the Famly platform, to be paid via bank transfer, for further information please speak to a member of staff.

Unfortunately, we can give no reductions for your child's absenteeism, although consideration will be given in special cases, for example prolonged illness.

In the event of the pre-school becoming full to capacity, a waiting list system will come into place, and in the event of a vacancy becoming available the child at the head of the waiting list will be offered a place. Although staff with discretion may choose to allocate the place to a particular child if they feel there is a need for a priority over others. The waiting list is held at the back of the register. Some children attending the setting may be entitled to additional funding to support and enrich their education. If you are on low income and/or in receipt of certain benefits, or your child has been fostered or adopted, your child may qualify.

At the start of each term you will be required to fill out & sign a parent claim form which will enable us to access the childcare funding for your child and request an eligibility check on your child's behalf.

6.1 HEALTH AND SAFETY/BASIC HYGIENE

As we have many exits which children could discover, we have put the following safety regulations in place to keep our children safe. The main doors into the building are closed at all times, they have locks which are locked on the inside which allows no-one to enter, but in the event of fire/ emergencies can be easily opened thus enabling a safe swift exit.

The kitchen is an out of bounds area for any child.

Please make sure when entering and leaving the building that the doors and gates remain firmly shut, for the safety of all our children.

6.2 HAND WASHING

Children are encouraged to wash their hands after using the toilet and before and after consuming food. There are sinks available in the childrens bathroom.

6.3 EQUIPMENT

All equipment is checked on a regular basis and any defects are corrected. Faulty or damaged equipment is disposed of and replaced as required.

6.4 PROTECTIVE CLOTHING

As many of our activities involve paint and glue, it is advisable to send your child in old clothes. Although aprons are provided, accidents may sometimes occur; we do not accept responsibility for any damage to your child's clothing. Pre-school sweatshirts and t-shirts are available to buy at very reasonable prices, which we would appreciate very much if you could either write with permanent marker or sew your child's name inside to help us to return them to the rightful owner after the child takes it off.

6.5 THINGS I WILL NEED TO BRING

- My special comforter from home
- Change of clothes
- Nappies/Pull-ups and wet ones
- Wellington boots – A spare pair can be left at pre-school
- Sun cream and sun hat
- Coat, scarf, hat and gloves.

7.1 RECORD KEEPING

Whilst your child is attending our pre-school it is both necessary and a requirement of N/C/C and OFSTED that we keep various records concerning your child, for example your child's personal details (supplied by you on the relevant form at the back of this brochure), medical forms etc.

During your child's time with us, we will be supporting them in their learning and development, delivering Early Education to your child. We will share with you, your child's progress during their time at preschool and we will keep you informed of your child's progress and educational journey through the Famly App.

We would like to work together with you, to chart your child's progress and record their achievements. Please feel free to contribute by adding your observations, so that we can share in your child's development and experiences at home.

All the documents and information that we hold on a child, belong to parent/carers, at the end of your child's time with us any documents are returned. During the year there are opportunities for parents/carers to come and chat to staff about their child's progress or to share & discuss any concerns that you may have.

Please note that staff throughout your child's time with us, are always happy to meet with parents/carers to chat either formally or informally and to answer any concerns or queries that you might have.

7.2 SNACK TIME

Midway through the session we have a snack time, the children are offered a choice of drink; milk, milkshake, water or squash. To eat- the choice is from a range of healthy food; for example, apples, oranges, grapes, bananas, sunflower & pumpkin seeds, cheese, crackers and seasonal fruits.

Throughout the year a number of food topics take place, for example during 'The world around us' topic we may look at another country, perhaps India. As part of that project the children can take part in cooking a dish from that country, which we will prepare and eat at snack time; usually during these projects the children may require a later lunch when they get home.

As always, the health and safety of our children is paramount, individual children's dietary requirements are met.

It is therefore important that you keep us fully informed of any allergies or intolerances to food that your child may have or develop.

8. LAST NOTE!

If you have any cause for concern about any issues which may arise during your child's time with us at pre-school, please feel free to bring the matter to the attention of either the manager; Jayne Rayner or a key member of staff.

The matter will be dealt with in the strictest confidence. Further advice and assistance can be obtained by contacting Norfolk County Councils Children's Services.

Finally, we hope that both you and your children will enjoy your association with the pre-school. Please remember as a parent/carer it is your pre-school and will only continue with your participation.

We do appreciate all the help you can give and look forward to working together as a friendly team for the good of your child at the pre-school.



'Education is a journey not a race'

Harleston Pre-School Nursery



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Ofsted Registered

01379 853403
School Lane, Harleston, Norfolk, IP20 9HG
info@harlestonpreschoolnursery.co.uk | harlestonpreschoolnursery.co.uk

Harleston Pre-School Nursery

Introductory Handbook Pt2

(to be completed and returned to nursery office)



Telephone 01986 788733
Alburgh With Denton Pre-School Nursery, School Road, Alburgh, Harleston, Norfolk, IP20 0BW
info@alburghwithdentonpreschoolnursery.co.uk | alburghwithdentonpreschoolnursery.co.uk

The Charitable Incorporated Organisation (CIO) of Alburgh with Denton Preschool Registered Charity Number 1156482 operates the Alburgh with Denton and Harleston Preschool Nurseries for the benefit of our users and their families. The Objects of our Charity, detailed in our governing document (Constitution), are the development and education of children and young people. Our services are as you know delivered by our Manager Jayne, and her teams of staff across the two settings. The CIO is in turn governed by a board of Trustees (volunteers from the local community), and as an organisation we are accountable to our members (who are you, our families). We would therefore like to take this opportunity to invite all our families to suggest one parent or guardian to represent them as a member of the CIO.

Membership provides families with an opportunity to support the Charity. It is not an onerous undertaking (typically being invited to vote once a year at the Annual General Meeting e.g. to confirm new Trustees), but is an essential role. Without members, the Charity cannot operate. It is the duty of each member to exercise his/ her powers in the way that she/he decides in good faith would be most likely to further the purposes of the CIO.

Please could you confirm who the nominated member of your household will be, if you are able to support us in this way, by completing the form below and returning to the nursery at your earliest opportunity? Alternatively, you can send a photo of the completed form to Hannah King (hannah772@msn.com). A copy of the Constitution and Members Policy, which provides further information about the duties, roles and responsibilities of members (as well as Trustees) and how they undertake them, can be made available to all prospective members upon request and are available to view in the Policies Folders at each setting.

We would also like to take this opportunity to invite family members (or other members of the local community they might like to suggest) to become Trustees of the CIO. If you would like further information regarding this role please contact Hannah King using the email hannah772@msn.com

Yours faithfully,

Hannah King

On behalf of the Trustees

Please complete and return to a member of staff

FAO The Trustees of Alburgh with Denton Preschool Charity Reg. No. 1156482 c/o Hannah King

Name of parent/guardian member representative: .....

Name of child/children at Alburgh setting: .....

Postal address: .....

Email address: .....

The following pages; contain information that is required by the pre-school about your child. Please hand in the completed forms **before** your child starts at the setting.

We are required by Norfolk County Council to have evidenced a proof of birth document for your child.

Please can you bring in your child's birth certificate on their start date, in order that we can check this information.

9. HARLESTON PRE-SCHOOL NURSERY- PERSONAL DETAILS

CHILD'S FULL NAME ..... KNOWN AS .....

ADDRESS .....

..... POSTCODE .....

SEX OF CHILD ..... DATE OF BIRTH .....

HOME TEL. NO..... MOBILE NO .....

NATIONALITY AND RELIGION .....

PLEASE INCLUDE DETAILS OF RELIGIOUS OR CULTURAL CONSIDERATIONS

.....

NAMES OF THOSE WHO HAVE PARENTAL RESPONSIBILITY;

.....

PARENT/CARERS WORK TEL. NO

WORK ADDRESS.....

CONTACT IN CASE OF EMERGENCY.....

NAME & TEL. NO.....

NAME & TEL. NO.....

DETAILS OF ANY SPECIAL FAMILY CIRCUMSTANCES.....

.....

CHILD'S DOCTORS NAME AND ADDRESS AND TEL. NO. .....

.....

HEALTH VISITOR NAME .....

TEL. NO .....

RECORD OF VACCINATIONS & IMMUNISATIONS (TICK OR GIVE DATES)

DIPHTHERIA/TETANUS/WHOOPING COUGH .....

HIB .....

MUMPS/MEASLES/RUBELLA (MMR) .....

MENINGITIS .....

NAMES AND RELATIONSHIPS (TO CHILD) OF PERSONS YOU PERMIT TO COLLECT YOUR CHILD

.....

MEDICAL HISTORY;

PLEASE GIVE DETAILS OF ANY SPECIFIC HEALTH NEEDS, DISTINGUISHING MARKS, DISABILITIES, MEDICATIONS, ALLERGIES, DIETARY REQUIREMENTS OR PREFERENCES THAT ARE RELEVANT TO YOUR CHILD'S WELL BEING WHILE AT PRE-SCHOOL

.....

.....

.....

.....

WAS YOUR CHILD BORN PREMATURE? .....

ATTENDANCE; PLEASE INDICATE BY TICKING THE APPROPRIATE DAYS THAT YOU WOULD LIKE YOUR CHILD TO ATTEND PRE-SCHOOL;

MON *AM/PM* **TUES** *AM/PM* **WED** *AM/PM* **THURS** *AM/PM* **FRI** *AM/PM*

PREFERRED CHOICE OF PRIMARY SCHOOL (IF KNOWN) .....

.....

POSITION OF CHILD IN FAMILY (PLEASE CIRCLE) 1 2 3 4 5

PARENT'S E-MAIL ADDRESS: .....

10. TRANSPORT APPLICATION FORM AND PHOTOGRAPHIC PERMISSION

On the odd occasion it may be necessary to transport your child by car on a short journey i.e. school, library, farm visits. Therefore we ask if you can sign the slip below to give your consent.

* I do/do not give consent for .....
to be transported by car. I understand that my child will only be transported if wearing a seatbelt/safety harness at all times.

SIGNATURE: .....

We will be taking photos of your child engaged in playful activities and sometimes they may be seen playing alongside other children, we will want to share these with you on Famly. Your child may be included in photos sent out to other parents, as they have been captured in peer learning activities. Therefore, we ask if you can sign giving your consent.

* I do/do not give consent for my child to be photographed whilst in pre-school.

SIGNATURE: .....

* I do/do not give consent for photos containing images of my child to be shared with other parents via Famly, during their time at pre-school

SIGNATURE: .....

If you do not wish for your child to be included in our website it is important that you let us know.

*I do/do not give consent for photo's of ..... to be used on the pre-school website.

**Delete as appropriate*
PARENT/CARER

SIGNATURE .....

DATE .....

11. PERMISSION FOR THE ADMINISTRATION OF REGULAR PRESCRIBED MEDICINE

NAME OF CHILD .....

NAME OF MEDICINE .....

DOSE REQUIRED .....

TIME MEDICINE IS REQUIRED .....

PARENTAL SIGNATURE .....

STAFF SIGNATURE .....

DATE .....

EVERY EFFORT WILL BE MADE TO ADHERE TO THESE REQUIREMENTS. RESPONSIBILITY CANNOT BE ACCEPTED IF FOR ANY REASON THE MEDICINE HAS NOT BEEN ADMINISTERED.

(Only hand this form in if required)

12. ACCIDENT AND EMERGENCY

In the event that your child needs urgent medical attention, pre-school staff will contact the emergency services and remain responsible for your child until your arrival. In your absence staff will act on the medical advice given with your consent. During this period every effort will be made to contact you the parent/carer.

Please sign and delete as appropriate.
* I do/do not give consent for members of staff of Harleston Pre-school Nursery to act on my behalf for the care and treatment of my child/children in the event of my absence.

Parent/Carer's signature

Date

.....

Name of Doctor .....

Surgery address .....

.....

Surgery telephone number .....

Has your child or any member of your family been part of a 'family support process' (formally known as CAF)

YES/NO *please delete*

13. PASSWORD

As a way of ensuring the safety and security of your children continues, we have introduced a system for you to use when you send somebody different to the pre-school to pick up your child.

We would like you to create a password, which you will then pass on to the person collecting your child on your behalf. Then when they arrive they should discretely tell the person on the door the name of the child they are collecting along with your password. Even if you always collect your child yourself, we would still like you to choose a password as you never know in an emergency if you might have to send someone else to pick up your child.

This ensures the continued safety of your children. Please could you fill in the form at the bottom of the page, stating the password you would like to use and give it back to a member of staff, either in an envelope or discretely so that no-one else sees it.

Thank-you

Child's name .....

Chosen Password .....

Parent's name .....

* Parent's signature .....

Note: your child may be entitled to additional funding to support their education EYPP (Early Years Pupil Premium)

So that we can claim the government funding, we require some information about yourself.

PARENT NAME: .....

NI NUMBER: .....

PARENT DOB: .....

ELIGIBILITY NUMBER (if known)

Please sign your name to give us your consent to claim and or access funding information.

Parent Signature:

If your child is entitled to 2-year or 30-hour funding please can you let us have the; .....

FUNDING CODE: .....

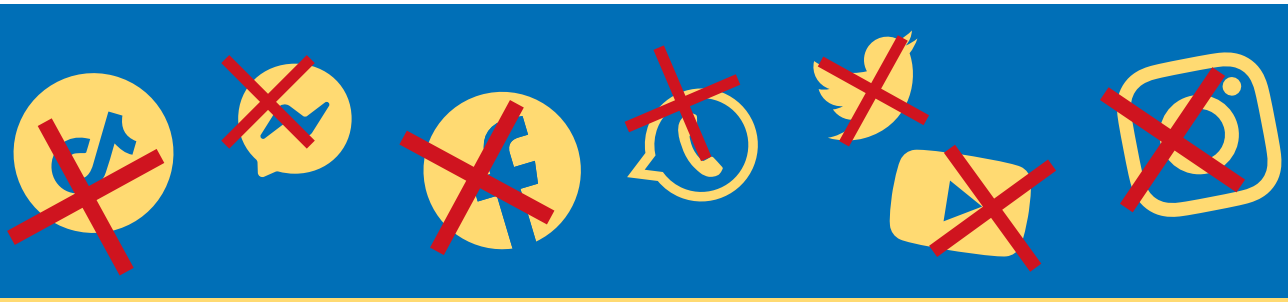
PARENTS FULL NAME: .....

NI NUMBER:

PARENT DOB:

Details of these funding schemes and the links to apply can be found on our website.

Please use this space for any additional information you feel is relevant.



Social media statement

At Harleston Preschool Nursery we recognise the importance of developing an honest and open relationship with our parents and their families. To ensure effective information sharing that supports our children's development, enabling them to grow into confident and creative individuals.

We use a range of ways to communicate and share information with parents/carers

Newsletters **General chats**

Via email or telephone

Consultations **Displayed information**

We do **NOT** however, use Social media platforms as a way of discussing or publicly communicating information regarding the children or issues surrounding their day.

This would be disrespectful and unacceptable to parents, carers and their families, if we were to discuss issues concerning your child on an open forum!

Harleston Preschool Nursery staff have a right to, and expect, the same level of respect in return.

If you have a concern or matter which you would like to discuss, regarding your child and/or the events of their day, please stop and chat to a member of staff. If you require more information or feel that the matter/query was not sufficiently dealt with; please email **jayne@alburghwithdentonpreschoolnursery.co.uk**

By completing one of our handbooks, which enables your child to attend our setting; You are agreeing to abide by this statement.



14. UNIQUE CHILD

My child's moods and feelings
How does your child express their feelings?

Does your child have a special way or toy which comforts them? (What is it called?)

Are there aspects of your child's behaviour that worries you?

Does your child have anything that scares them?

My child's speech and language
Does your child speak clearly and can others understand them?

Do they communicate using signs or gestures?

Do they have any special words for things?

Is English your child's or your families first language?

My child's physical development
Please give examples of things your child can do for themselves. e.g. run, pedal a bike, go to the toilet by themselves. (Do they stand up or sit down?)

My child's health habits
Please let us know whether your child sleeps well, has a good appetite, (their likes and dislikes) and is generally in good health.

Does your child have any specific dietary needs or specific health problems/allergies?

15. POSITIVE RELATIONSHIPS

Our family
Who does your child share their home with?

What is your child's position in the family? (you may wish to list the children and their ages)

Please let us know about your families pets and their names?

Please tell us about any important events in your family life. e.g. My child was premature, we are expecting a new baby, parents are separated.

Are there any important celebrations, festivals or events that you share as a family?

Is your child looked after by anyone else during the week e.g.. Grandparents or child minders?

16. ENABLING ENVIRONMENTS

My child's behaviour and their environment
Does your child prefer to play indoors or outdoors?

Where does your child most like to play indoors?

What sort of things does your child like to play with outside?

Is your child used to interacting with other children or adults?

Are there any places your child likes to visit?

Does your child have some awareness of how to keep themselves safe?

17. LEARNING AND DEVELOPMENT

Playing and Learning
What does your child enjoy most?

What are their favourite games or activities which keeps them interested for a long time?

What are their favourite songs, books or rhymes?

What do they like to investigate?

Has your child attended any other pre-school setting? (Please tell us which setting and how many times a week they attended)

18. EXTRA INFORMATION

Is there anything else you would like us to know about your child and/or your family?

Thank you for completing this booklet. We will now use this information to plan for your child's individual needs.

If there are any changes, please can you inform us. We look forward to working closely with you and your family and hope that you enjoy your time with us.

19. WEEKLY ROUTINES

To enable us to understand and support your child's emotional needs whilst they are attending our setting, you may like to fill in this weekly timetable.

This will assist staff in understanding your child's patterns of the week and the multiple transitions that they may make.

You may want to include any additional regular activities, i.e.. Swimming or if your child is being regularly cared for by someone other than yourself, such as Grandparents, child minder or other providers.

	AM	PM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

20. INFORMATION SHARING

'Parents are children's first and most enduring educators. When parents and practitioners work together in early years settings, the results have a positive impact on children's development and learning.' (EYFS)

Whilst your child is at our setting there may be occasions, when it is necessary for us to share information about your child to other **professionals.**

These professionals may include;

- Health Workers
- Child Development Workers
- Staff from other settings (reception teachers, child minders, other early years settings)
- Early Years Advisors
- Coordinators for Special Educational Needs
- Speech and language therapists

Any information shared is done so in a confidential manner, staff observe the rights of parents and families under the data protection act. This ensures that only relevant information is passed on and that parents have access to this information also.

Grandparents, who are actively involved in your child's care and collect their grandchildren from the setting. Often seek information or reassurance about their grandchild/ren from staff and Key workers.

Please could you sign and date below to grant us your permission to share this information.

Signature of parent/ carer;

Date;

EXTRA NOTES OR COMMENTS

Please add any extra information you feel might be useful.

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