



Welcome to

Humshaugh & District Pre-School

Located within Humshaugh C of E Aided
First School

Charity Commission Reg. No: 702094
Ofsted Reg. No: EY318127

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PHILOSOPHY

Humshaugh & District Pre-School provides activities for children aged between 2 and 5 years of age.

Sessions are structured to develop the children's intellectual, emotional, physical and social needs. We do this through themed topic work covering colour, shape and number sounds, pre-reading and pre-writing skills using numerous different activities. These include water, sand, paint, dough, clay and other creative mediums and imaginative activities such as the home corner, construction toys, music, singing and dancing, finger play, and story time.

Independence is encouraged and each child has the opportunity to manage his/her own coat, shoes and toilet needs. Children quickly understand the framework of discipline, with which we work, and learn to share, take turns and be polite to one another.

The children are all encouraged to take part in creative activity during the sessions, which they may proudly take home in their bags. This is not compulsory – they will take part when they are good and ready! The children create their own masterpieces themselves, so they can be proud of what they've achieved (not the adult doing it for them)

Pre-school is for learning through play and having fun while doing so!

The Foundation Stage

The foundation stage begins when the children reach the age of three. At whatever age you child starts pre-school, they will already have learnt a great deal, particularly through families. Children deepen their understanding through playing, talking and responding to adults and each other. They observe, question, experiment and repeat, learning with every experience. The pre-school plans learning experiences of the highest quality, considering both the children's needs, achievements and the range of learning experiences that will help them progress.

Well-planned play is a key way children learn, with enjoyment and challenge during the foundation stage.

The last year of the foundation stage is described as reception year. The foundation stage does not change the point at which attendance at school is compulsory, which is the beginning of the term after the child's 5th birthday.

The foundation stage ends at the end of the reception year.

POLICIES

Humshaugh & District Pre-School is registered with Ofsted. The number of children to staff ratio is set by law. We are visited regularly by inspectors to ensure a high standard of care. We are also members of the Pre-school Learning Alliance.

The following are the main elements of our policies towards:

ADMISSIONS

Parents/carers may apply to register their children with pre-school if they meet the following criteria:

1. Aged between 2 and 5 years. The exact date depends on your child's third birthday and the number of children under three in the group.
2. Toilet trained is preferred, but staff will accept children not fully toilet trained as long as changing equipment is provided.
3. Priority is given to those living closest to Pre-School
4. The waiting list is run on age not on 'length of time on the list'. The older the child the higher up the list.

EQUAL OPPORTUNITIES

We endeavour to accommodate every child regardless of ethnic origin, religion, sex, colour and ability.

Staff recruitment is also non-discriminatory. Selection is based on qualifications and ability.

HEALTH

All parents/carers are expected to notify staff of any particular health or dietary requirements. If a child or adult has suffered sickness or diarrhoea in the past 48 hours it is advisable that they do not come into pre-school that day in case of cross infection.

Please notify the staff of any illness such as chickenpox, measles, mumps etc and get an 'all clear' from your Doctor before returning to Pre-school.

A list of communicable diseases and corresponding exclusion periods is included at the back of this booklet and is displayed on the notice board in Pre-school, please read it.

ACCIDENTS

All permanent staff are up-dating their first aid certificates and all members of Humshaugh First School staff hold current certificates.

Minor accidents are dealt with on the premises and are recorded in the accident book which the parent/carer will be asked to countersign. In more serious accidents, the

child's doctor will be contacted immediately. Permission for this is granted on the registration form.

DISCIPLINE

The Pre-school leader and helpers will use positive guidance techniques including redirection of children and intervening at an early stage to prevent disagreements between children. The staff will anticipate, eliminate and timetable activities to ensure the smooth running of the pre-school. Staff will not use physical punishment or any practice which will humiliate or frighten the children. Physical action may, exceptionally be used in an emergency to prevent injury to a child or serious damage to property.

CHILD PROTECTION

Should a child indicate to a member of staff that they are being abused, the member of staff will listen attentively but not prompt conversation. That member of staff will then inform the Pre-School leader who will inform staff on a need to know basis of the situation. Accurate written reports will then be made and appropriate authorities contacted in accordance with current policy.

A complete copy of all our policies is available in the Pre-school. Please take time to read them.

PROCEDURES

FIRE DRILL

Regular fire drills are organized within the group so that all staff and children are aware and efficient in the event of fire. They are carried out on a regular basis so that children are comfortable with the procedure.

SECURITY

When a Pre-school session commences the school door will be locked. There is a bell to ring to gain entry.

It is very important to let Pre-school know if anyone else will be picking up your child. This applies to anyone not known to staff and should be submitted in writing.

All staff and parent helpers have undergone criminal records bureau checks to ensure they are fit to work with children.

All visitors to Pre-school must sign the visitors book on entry and exit.

SPECIAL EVENTS

We sometimes take children on short outings or visits which we ask parents to help with. To satisfy Ofsted and our insurers, we need your written permission on the form that you will be given.

Occasionally, an event requires specific permission, which will be sought separately at the time.

ADDITIONAL INFORMATION

GRANTS

It is our policy to apply for grants on behalf of all our children regardless of circumstances. The Government has introduced a grant scheme for Pre-school education, depending on the age and birthday of your child. Please ask the Pre-school leader for further information and to see whether or not your child will be eligible.

DAILY SESSIONS

Humshaugh Pre-school normally runs three mornings per week in a safe and friendly environment within Humshaugh C of E Aided First School. All sessions are subject to sufficient demand so please ask for latest information on session days and times.

Doors open and close promptly at the start and at the end of the session. Parents / carers are asked to be punctual in dropping off and collecting their children, however there will always be an adult on the premises until the last child has left.

We have our own mobile phone in case of an emergency. The telephone number is 0776 9923943.

PARENT / CARER INVOLVEMENT

Pre-school will **only** run successfully with the caring involvement of parents. The committee who employ the Pre-school staff are elected on an annual basis by the parents / carers of the Pre-school children. We cannot stress how important the involvement of parents/carers is, as fees alone barely cover the overheads such as rent, electricity and wages. Other expenses such as equipment and materials are met by fundraising events throughout the year, for both the adults and children to take part.

All contributions are gratefully received, as are the suggestions for fundraisers, days out and so on. If you are particularly talents or have a skill you maybe able to share with Pre-school then do let us know!

RECORDS OF ACHIEVEMENT

Each child has a Home School Book and a file in which the leader notes your child's continuing development and progress. Examples of work from the file are also contained in here. Again written consent from parents is needed before we are able to do this, which you will find on the permission form we give to you. During the term, you will have the chance to note your observations of your child in the Home School Book, which will pass between Pre-school and home.

The file and book need to be brought in to every session by your child. This is the best way, we have found, for us to communicate with parents / carers. Any letters or information will be put into your child's folder as well as their work, so please check the folders after each session.

KEYWORKER

A keyworker system gives each member of staff a special responsibility for just a few children. We observe and record children's progress, which is placed in their home school book. The keyworker will normally see you every half term. If you have something you'd like to discuss with your child's keyworker then make an appointment at the start of the session to see them at the end of the session.

CLOTHING

As you may already be aware, Pre-school can get quite messy at times! To avoid expensive mishaps, please send your child with appropriate clothing and footwear, preferably with non-slip soles for safety. Whilst we do our best to keep clothing clean, accidents do happen! Long hair is also best tied back and please avoid sending your child with either toy or real jewellery, for obvious safety reasons.

SUN PROTECTION

In the summer months as the weather improves, the children will be spending time outside. To protect from the sun, the children will need a sun hat (with name inside) and sun protection cream which should be applied before coming to Pre-school.

FRUIT BOWL

At the morning break, your child will have a drink of milk or water and a portion of fruit. Parents are asked to bring one or two pieces of fruit to each session which can be cut up and shared between the children.

COMMITTEE MEMBERS

Members change annually, so details of all Committee Members are on the notice board.

Meetings are held usually at least once each term and are informal and friendly. Any items/topics for discussion at these meetings should be passed to the Committee prior to the meeting.

Our annual AGM is held in June when our new committee is nominated and elected.

RISING FIVES

The Rising Fives session is available to all children who will be starting school in the September term. The sessions usually commence after Easter, in the summer term providing it is financially viable. Parents of those children eligible will be contacted in the spring term with details of the sessions. The sessions usually run in the afternoon.

A lunch club (The Lunch Bunch) operates to bridge the morning and afternoon sessions when the Rising Fives is in operation. The Lunch Bunch is run completely separately from the Pre-School with its own committee and insurance, it is operated by parents / carers of the Rising Fives children. Children must bring their own packed lunch.

OFSTED INSPECTIONS

We are inspected regularly by Ofsted. Copies of our inspections are available for your information – please ask.

CRIMINAL RECORD BUREAU CHECKS

All parents / carers who are willing to help at Pre-school must be CRB checked, as fit to have unrestricted access to children. All our staff are checked. If you are willing to help out occasionally please contact the Chairperson to arrange for the checks to be carried out.

COMMENTS

A comment/suggestion book is available. If you have any suggestions or comments please talk to us or write in the book. You may also talk to the Pre-school leader or the Chair person, as we take your views very seriously.

If you would like to discuss anything informally with the staff, they will be happy to see you after the session or at anytime convenient to both. Conversations will of course be kept confidential.

FEES

Details of our fees are displayed on the notice board (currently £5.00, over 3's receive local authority funding the term after they are three). They are priced per session and are paid in advance. They are payable half termly.

Your child's place is reserved and as such must be paid for if your child does not attend.

Wherever possible please pay by cheque, made payable to: Humshaugh & District Pre-School.

All monies should be given only to the chairperson or treasurer NOT the pre-school staff as it is not their responsibility.

If there is a problem with payment of fees please speak to the Leader or Chairperson before fees mount up. We will help you in anyway possible.

Your child's place may be reallocated if your child is absent for over 4 weeks without a valid reason, or if you are over one month in arrears with your fees.

EXCLUSION PERIODS FOR COMMON COMMUNICABLE DISEASES

Disease	Normal Incubation Period (days)	Period of communicability	Minimum period of exclusion
Bacillary dysentery	1-7	Whilst organism in stools	48 hours after clinical recovery
Chickenpox	14-21	1 day before to 6 days after rash	6 days from onset of rash
Diphtheria	2-5	Less than 2 weeks	Clear bacteriological exam.
Food poisoning	2-48hours	Varies according to cause	48 hours with supervised hand washing
German measles	14-21	4 days after onset of rash	7 days from onset of rash
Hepatitis A	15-50 (commonly 28)	1 week after onset	7 days from onset of jaundice
Measles	10-15 commonly 8-13	4 days after onset of rash	7 days from onset of rash
Meningitis	2-10 commonly 2-5	Whilst organism present in nasopharynx	Until clinical recovery
Mumps	14-21 commonly 18	4 days after swelling	Subsidence of swelling – 7 days minimum
Streptococcal	2-5	organism present in nasopharynx	Until clinical recovery
Tuberculosis	Variable		Discretion of physician
Whooping cough	7-10	21 days after cough	21 days after onset of cough
Typhoid / paratyphoid fever	7-21 (usually 14)	While organism present in stools/urine	At discretion of CCDC
Infectious diarrhoea			48 hours after diarrhoea