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Parents Handbook 2015/6

The Salvation Army is a Christian Church and a Registered Charity 214779



Welcome

We would like to welcome you and your child to The Salvation Army Pre-school. This is a very important time in your child's life both educationally and socially. We will provide a happy, friendly, stimulating and positive environment where your child can reach their full potential.



In this parent's handbook we provide basic information about our pre-school. Visits by parents are welcome and encouraged and staff are happy to discuss any particular queries you might have. We appreciate your interest and feedback is always welcome.

We are registered with Ofsted. Both the Kirklees Early Years Service and The Salvation Army provide advice and support allowing us to monitor your child's development enabling us to maintain a high quality setting. Whilst The Salvation Army is a Christian Church our Pre-school is open to all without discrimination.

Our aims

- To provide a happy, safe and stimulating environment, where each child can reach their full potential whilst working at their own pace.
- To encourage the development of independence, to allow freedom within clearly defined limits and to promote good self-image and a feeling of security.
- To help children be aware of different cultures found within our communities, and to provide positive images and experiences of these varying cultures that make up our community.
- To promote equal opportunities for all. The setting strictly follows the EYFS (Early Years Foundation Stage) curriculum and we plan to meet the needs of all children.
- To create good relationships and a welcoming atmosphere for our children and everyone associated with the Pre-school.
- To cater for a child's all round developmental needs including their social, physical, intellectual and emotional needs which will allow a smooth transition into school.

Introducing the team

Manager – Jessica Harrison

BA (Hons) Primary Education

Deputy Manager - Gail Horsfield

Diploma in pre-school practice Level 3

Common Assessment Framework Level 2&3

Paediatric First Aid

Safeguarding Children

Allergy and Anaphylaxis

Food Hygiene Level 2

Pre-school practitioner - Margaret Torsney

NVQ Childcare & Learning Development Level 3

Nominated person for 'Looked after Children.

Common Assessment Framework Level 2&3'

Paediatric First Aid

Promoting Positive Behaviour

Safeguarding Children

Health and Safety

Food Hygiene Level 2

Pre-school practitioner - Karen Rogers

Diploma in pre-school practice Level 3

Early Language Lead Practitioner. ECAT.

Common Assessment Framework Level 2&3

Paediatric First Aid

Promoting Positive Behaviour

Safeguarding Children

Food Hygiene Level 2

Pre-school practitioner - Tricia Major

Diploma in pre-school practice Level 3

Common Assessment Framework level 2&3

Paediatric First Aid

Safeguarding Children

Allergy and Anaphylaxis

Food Hygiene Level 2

Pre-school practitioner – Lindsey Kenworthy

NVQ Childcare Learning & Development Level 3

Paediatric First Aid

Safeguarding Children

Food Hygiene Level 2

All staff access ongoing training sessions throughout the year, for personal development and for the benefit of the setting and your children. Certificates are displayed in the setting. Courses are sometimes available for parents if you are interested please tell a member of staff.



Our Pre-school

We are registered by OFSTED to provide care and education for children aged 2 years to 4 years. The sessions are held in a self-contained, bright and spacious first floor facility with kitchen and toilet facilities, and a secure outside area.

Our Pre-school meets at the following times during term-time:

Monday	Tuesday	Wednesday	Thursday	Friday
3 hours	4 hours	4 hours	3 hours	4 hours
9.15 - 12.15	9.15-1.15	9.15- 1.15	9.15 - 12.15	9.15- 1.15
Fee £9.00	Fee £12.00	Fee £12.00	Fee £9.00	Fee £12.00

Children are registered for the whole term; parents are liable for all sessions to the end of term. If a session is missed payment is still required. Payment is required in advance for the days required, unless your child is funded.

Please inform us when your child is going to miss a session and why. Should it be through a contagious illness, we can share the information with the other parents so that they can monitor their children. This is also a funding requirement by Kirklees Early Years.

Daily routine

The Pre-school operates a 'free-flow' system where the child is free to move from activity to activity as they wish. Each activity is linked to the Early Years Foundation Stage with the focus being learning through play. On a daily basis we will provide:

- Painting and drawing
- Home/ Role play area
- Collage and sticking with recycled materials.
- Sand
- Technology
- Fine motor skills(threading, beads)
- Outdoor play
- Play dough
- Books
- Jigsaws
- Construction
- Sensory play

Every term we will provide experiences including:

- Outdoor water play
- Festivals
- Large construction
- Growing and living things
- Baking
- Large physical activities

We focus on your child's interests and needs in our planning, so feedback from you is essential. We cover all the areas of learning as outlined in the Department of Education Early Years Foundation Stage.

Personal, social and emotional development

Children are provided with experiences and support through activities, conversation and practical examples. They are encouraged to make relationships, manage feelings and behaviour and to develop self-confidence and self-awareness. They are also encouraged to share and co-operate with others, express their feelings appropriately and enjoy being part of a group.



Communication, language, literacy

Children are encouraged to extend their vocabulary and fluency by listening, responding, joining in with stories, songs, rhymes and games, and by communicating with adults at activities individually, and in groups. Children are encouraged to look at books every day. In order to support the child's early writing skills mark-making activities are carried out.



Mathematics

Children are supported in developing their understanding of mathematics, in which they can explore, enjoy, learn, practice and talk about their understanding. They are provided with opportunities to discover numbers, shapes, space and measure and encouraged to extend their skills in these areas to gain confidence and competence in their use.



Understanding the world

Here we provide opportunities for the children to encounter creatures, people, plants and objects in their natural environments and in real-life situations;

Undertake practical experiments; and work with a range of materials. They are encouraged to use all of their senses to learn about the world around them and to make connections between new information and what they already know. As well as looking at their own context they are encouraged to understand that the big world is made up of people and communities.



Physical development

We encourage the children by providing opportunities so that they can be active and improve their skills of coordination, control and movement. They are supported in developing their gross (large) and fine (small) motor skills, and helped in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

Expressive arts and design

Children's creativity is encouraged by the provision we provide which supports their curiosity, exploration and play. They are provided with opportunities to explore, share and express their thoughts, ideas and feelings, through a variety of media that can include art, music, movement, dance, imaginative and role-play activities, mathematics, design and technology.



Starting Pre-school

Before starting Pre-school you will have been asked to come in for a visit, so you and your child can meet everyone. You will now be given a “settling in book” which has photos of the staff and activities. You and your child can look at this book together at home enabling you to talk about where your child is going, where the toilets are, where to hang their coat and things they might like to do when they come. We find this helps them to become aware of what’s around them, and also helps to make the experience less daunting.

You will be supported in the Pre-school for as long as it takes to settle your child.



Your key person will work with you to find the best way to help your child to settle in, as easily as possible.

Key Person



Each child has a ‘key person’ who has responsibility for a small group of children. The key person will work closely with your child forming a friendly but professional relationship to nurture and develop all aspects of your child’s journey through Pre-school.

We encourage all parents to regularly talk with the key person who can advise you on the progress being made as well as sharing any issues or concerns.

Learning Journal

Children develop at different stages, they are unique and special!

Your child’s learning journal is an individual record for each child to celebrate their achievements.

In this book we keep pieces of work completed by your child. We include photographs of your children as they are involved in activities. We carry out observations of your child to help us establish their needs and interests, and make sure that we are providing appropriate activities and resources for their learning and development. The learning journal is always readily available for you to see whenever you wish.

Parent’s contributions are welcomed

We acknowledge that parents/carers are a child’s primary educators and would welcome your input and contributions. We are really happy for you to record events or achievements that you have noticed at home.

On arrival

When the children arrive they will be greeted at the door to the playroom by a member of staff allowing us to monitor the children.

We encourage every child to find their name card (if necessary please help them) and to place their name card on the appropriate name display. Coat hooks are provided for children.

Formal registration is taken just after parents leave. Milk and fruit and fresh drinking water is made available during the morning.



Leaving time

Please make yourself aware of the different finishing times and try to be prompt in picking up your children. If you are going to be delayed in picking up your child, please phone us as soon as possible on our main contact number 01924 408714

If anyone other than yourselves is collecting your child, you must make staff aware providing the full name and address of the person collecting your child.

In the event of any person collecting a child, who is under the influence of alcohol or drugs alternative arrangements will be sought to accept responsibility for your child.

We operate a zero tolerance of abuse or abusive language toward any member of staff or child on our premises. Appropriate action will be taken. An incident report will be kept in each case.

When picking up children please take care in the car park as parents will be driving in and out.

Policies and procedures

A full copy of all our policies and procedures are available for you to view at any time. Please contact a member of staff if you have any questions.

Parent helper

Parents are welcome and encouraged to contribute to the life of the Pre-school. Maybe you could spare a few hours to come and participate in the experience of our setting? The time you spend in the group making music, reading to the children will benefit both you and the children.

If you could help out in this way the please speak to our Pre-school manager or a member of staff.



Children's clothing

Please make sure that children attend Pre-school wearing appropriate clothing. Often children will be involved in arts and crafts as well as messy play and so please do not send your child in their best clothes! Alternatively, we have Pre-school polo shirts for sale at £7.50. Should your child need a change of clothes please could you provide us with a change of clothes which can be left on their coat hook. In winter they will need to bring a coat, gloves and hat as outdoor play is available all year round. In summer please ensure that your child has a sun hat and that sun cream has been applied before attending Pre-school.

Jewellery

We ask that for children's own safety and that of the other children your child does not come wearing jewellery. In play accidents can happen, and we wish to minimize the risk of injury.

Snacks

These are provided during the session. In the morning milk, water and fruit are available and occasionally we introduce other foods to widen the children's awareness of other cultures.

Any medical, religious or personal dietary requirements will be respected, please see Special Requirements on admission form. A vegetarian menu is provided and a healthy snack is given at lunch time. Fresh drinking water is available to children at all times.

Illness

Children cannot attend pre-school if they are unwell, but a fee is still due. A list of exclusion periods for infectious diseases is available from the Pre-school leaders. Should a child be taken ill during a session the staff will contact the named carer.

Medication procedure

Only medicines prescribed by a doctor and with parents consent are administered. If a child has to take medicine, please consult our policy on the administering of medication.

Equal opportunities

In keeping with the Salvation Army's Christian principles, all children are seen as equal regardless of gender, creed, colour, nationality or ability and unfair discrimination will be actively opposed.

Children with additional needs

We aim to give children every encouragement to realize their own potential. Staff monitor the progress of every child. This makes sure that any difficulties are quickly picked up and children receive the appropriate help and support. We work in partnership with other agencies in helping our children and families with additional needs.

Nappies and toilet training

Staff will change nappies when needed and this will be recorded. Please could you bring a bag with spare nappies and wipes. When you feel your child is ready to be toilet trained or, if we feel your child is ready to be toilet trained. We will work together to achieve this. Staff will be available to offer help and advice to the family.

No smoking/alcohol

There is no smoking or drinking alcohol allowed in the setting or the grounds

Safeguarding children

Suspected abuse or non-accidental injury noticed on a child in our care will be recorded and reported to the parent/carers and then steps will be taken to follow the proper procedure, as in our policies. All injuries on a child must be reported to a member of staff and logged in the Accident book.

Complaints procedure

Should you have any serious concerns then please speak to the Pre-school Manager Jessica Harrison
If you are not satisfied then please speak with Major Sharen Furlong (Church Leader) or telephone 01924 402990

Should the matter not be resolved, complaints may be made in writing to:

The Divisional Director for Community Services
The Salvation Army Divisional Headquarters
Millshaw Business Living
Global Avenue
Leeds LS11 8PR

However, should you then feel your complaint has not been resolved to your satisfaction, then you should contact - Ofsted

Piccadilly Gate
Stone Street
Manchester M1 2WD

Telephone 0300 123 1231
Salvation Army Pre-school Ofsted Registration number EY487001

For more details see Policies & Procedures