

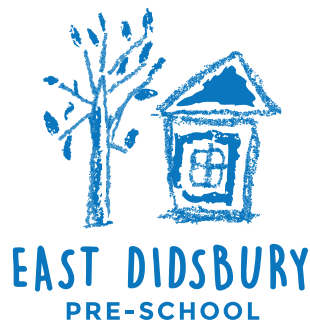


EAST DIDSBURY
PRE-SCHOOL

PROSPECTUS 2024

0161 445 0934

www.eastdidsburypreschool.com



A guide for parents.

When your child comes to Pre School for the first time it is a huge step for both of you. We must work together to ensure it is a great success! We want your child to have a happy and successful time with us and hope this booklet will answer any last minute thoughts or concerns you may have.

We recognise how much you have taught your child already, and how from pre school and home a partnership in a continuing education. If you have any queries or anything else you would like to discuss with your child's key worker then please do not hesitate to do so. In the first few weeks of pre school it is important that you feel happy and trust us. This helps to build up your child's confidence. Equally if something different is happening at home this may unsettle your child, so it helps if the staff are aware of this as it may explain a change in behaviour.

Starting pre school.

You will be invited to visit the Pre School for a settling in period. You will visit once a week and stay for 45 minutes, this is to familiarise your child and yourself with the Pre School and also give you the opportunity to speak to the staff in more detail about your child.

Before your child starts Pre School you will need to fill in the booking form with emergency contact details and any requirements that your child may have. If your child speaks another language then please let us know.

Although many children have experienced other Pre Schools or nurseries, when starting at a new setting we appreciate this new transition and that it will take time to adjust and become familiar to different situations with new staff and routines.

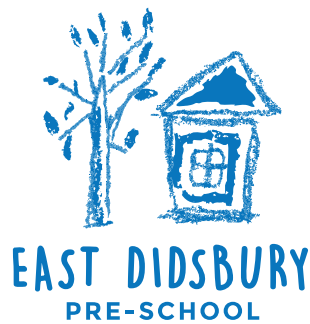
East Didsbury Pre School.

All of our policies and procedures are developed in partnership with the staff, parents, carers, the church committees and community. All our policies and procedures are accessible for you to read on request.

East Didsbury Pre School believes that no child, individual or family should be excluded from the Pre Schools activities on the grounds of age, gender, sexuality, class, family status, disabilities, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in, volunteer to help with, or attend Pre School, and have an equal chance to do so. You can observe these practices in the activities and equipment that we provide. They reflect our fully inclusive approach to all children. Positive images can be seen in books, our displays and the celebrations of different festivals. We do not tolerate racist or sexist language or behaviour. We portray positive images that closely link the multicultural world in which we live in.

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Aims and objectives.

A broad and balanced curriculum is provided and adapted to meet the individual needs of children. First hand experiences are important to children's learning. Through structured play and planned activities we encourage all the children to explore and discover new opportunities for learning, development and challenge stereotypical attitudes, helping each child to become a self motivated, independent thinker.

We aim to ensure that the Pre School fosters a happy, small, peaceful and safe environment where all our children have fun and receive a standard of education and care that helps them to progress in the world with confidence and self esteem. We are concerned with the intellectual, physical, emotional, cultural and social development of the children and that all our learning experiences should be fun. Our aim is to afford each child the opportunity to achieve their full potential.

Links.

Links with parents and carers and also other members of the community being served by the Pre School, must be as close as possible, so that contributions can be made easily. It is important that everybody feels that access to Pre School is open and welcoming. Parents and carers are encouraged to participate in the activities of the Pre School. We strive to develop good partnerships with all of our parents and carers.

Settling in period.

To help you child feel safe and happy in our setting, we recommend a settling in period prior to the child beginning Pre School. We recommend that you as a parent/-carer will spend one morning per week, from 9am until 9.45am, getting to know the staff, exploring the setting and familiarising yourselves with the daily routine and also meeting the other children. This all happens at a pace that suits you and your child. We find that this routine helps your child to settle in and enjoy their time with us.

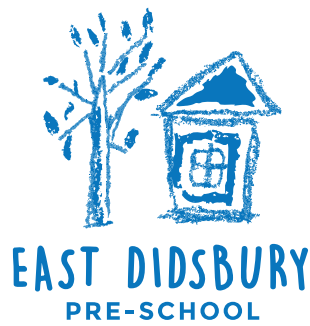
Parental partnership.

We welcome you and your child to spend time at the Pre School with the staff and the other children. You may wish to talk with us about your child's morning or just have chat with us. Please do not hesitate to share with us any worries or concerns that you may have. If you wish to become more involved, or have any ideas or talents that you would like to share then please do so. The Pre School has a newly formed committee that enables parents to become fully involved in the decision making process. It is the teams wishes that we all become as positively involved as we choose to be.

Regular informal coffee mornings and open days are held for all to attend.

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Notice board.

Our notice boards are situated in the entrance hall and are updated daily. Please check them daily for any information for you.

Behaviour policy.

We wish to foster a responsible, appreciative attitude, which will result in children treating each other with respect. The Pre School has a very clear policy of no smacking, slapping or shaking. At all times the staff will be consistent in their approach to behaviour that affords children clear opportunities to understand right from wrong.

Complaints procedure.

If for any reason you are unhappy with any aspect of the Pre School, please do not hesitate to talk to a member of staff. If you are still not satisfied, you may contact our Early years and play division.

Ofsted complaint helpline: 08456 404040

Office for standards in education (ofsted)
Piccadilly gate
Store street
Manchester
M1 2WD

Child protection statement.

Most bumps and bruises are accidental and we would appreciate you informing us of any accidents that your child has had prior to coming to Pre School and like wise, we will inform you if your child has had an accident or fall in our care. All accidents in the setting are recorded and you will need to sign the accident report when collecting your child. If we are concerned about an injury, it is our duty to contact social services for advice.

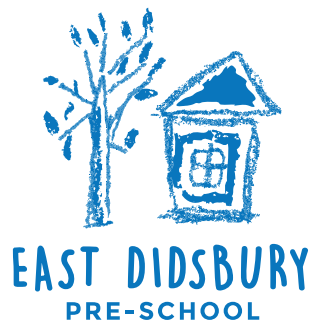
Disciplinary action.

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we will notify the department of health administration so that the name may be included on the list for the protection of children and vulnerable adults.

Area child protection committee: 0161 203 3232

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Safety.

We ask all parent to ensure that their child is settled at Pre School before leaving the building. Please adhere to all of the notices around the building, and please note that all doors and gates must be closed and locked behind you at all times. Regular fire drills are practised each half term for all of the children. In the event of a fire please do not enter the building. You are to meet in the designated area only. A register for both children and adults is completed on arrival , so that a complete record of all those present is available in an emergency.

Medicines.

Parents must give written permission if they wish a member of staff to administer any medication to children. Parents and staff must sign and date the administering medicine records each time a medicine is administered.

Snacks.

A healthy refreshment and snack will be provided each morning. All medical, cultural, and dietary needs will be met.

Records.

All accidents on the premises are recorded. We keep a record of all immunisations. We also require two contact names and numbers and addresses in case of an emergency.

Toy's.

Whilst your child is permitted to bring toys to the Pre School, no responsibility can be accepted for any loss or damage sustained thereby.

Equipment.

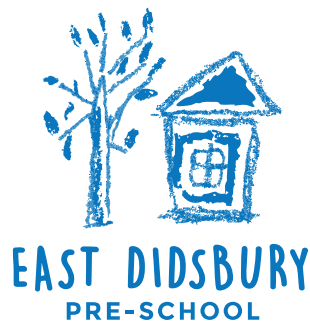
Our Pre School continually tries to improve its standards with the purchase of new educational toys and games.

Outside agencies.

Our Pre School welcomes visits from all of our local community services. These include the police, Fire brigade, dentist, library, road safety and many more.

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Staff development.

We have at least one member of staff per 8 children, and more staff if there are younger children present. Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties. At least half of our staff hold the diploma in Pre School practice or an equivalent qualification.

Regular in service training is available to all staff, both paid and volunteer members. Staff regularly attend courses and training to acquire new information and ideas. All of our ideas are discussed by the staff to bring about decisions. We are registered under the Children's act 1989 and hold full public liability insurance.

Student placement policy.

We recognise that the quality and variety of work which goes on in a Pre School, makes it an ideal place for students on placement from school and college childcare courses, as well as those on the diploma in pre school practice or tutor field worker courses.

Students are welcomed into the Pre School on the following conditions:

- The needs of the children in our care are paramount
- Students will not be admitted in numbers which hinder the essential work of the Pre School.
- Any information gained by the students about the children, families or other adults in the Pre School must remain confidential.

Admissions.

It is our intention to make our Pre School genuinely accessible to children and families from all sections of the local community. Families joining the Pre School are made aware of its equal opportunities policy.

The waiting list is not operated on a first come first served basis but on a more fairer system. We use the following system for accepting children from the waiting list:

- We arrange our waiting list in order of date of birth
- We will keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.

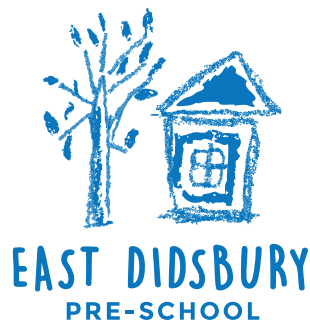
Employment.

The Pre School will appoint the best person for each job and will treat fairly all applicants for jobs and those appointed.

Commitment to implementing the groups equal opportunities policy will form part of the job description for all workers.

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The curriculum.

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Special needs policy.

Our Pre School aims to have regard to the DFEE code of practice on the identification and assessment of special educational needs and to provide a welcome and appropriate learning opportunity for all children. The children's act 1989 states, that the development of young children with disabilities or special educational needs, is more likely to be enhanced through attending a day care service for under 8's or educational service for under 5's, used by children without disabilities or special educational needs. East Didsbury Pre School staff are prepared to accommodate a child with specific educational needs, seeking advice and assistance from experts. Children with special needs, like all other children are admitted to the Pre School after consultation between parents, Pre School leader and Pre School assistants. Our system of observation and record keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.

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

Health and safety.

All of our staff attend first aid courses and receive paediatric first aid training. Regular inspections by early years and play division and health and safety officers ensure that the Pre School is running in line with current legislation. The staff are aware of keeping the children and the pre school as clean and as hygienic as possible. All of our staff are aware of how any infection, including HIV, can be transmitted. In accordance with the exclusion guidelines for common infectious diseases, we must not accept children into the Pre School suffering from an infectious illness. Please do not expect us to break the terms of our registration. A cheerful, noisy Pre School is not the place for a sick child. If your child becomes ill during the day, you will be contacted by telephone and asked to come and collect your child.

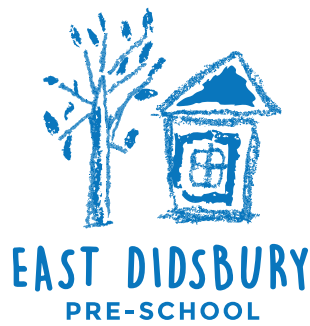
A 'No smoking' policy is adhered to on the premises.

A copy of the 'statement of procedure when parents fail to collect a child or when a child goes missing' is available on our files.

Ofsted have inspected our Pre School and their report is available for anyone who wishes to read it.

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Food and drink policy.

No hot drinks are allowed in the Pre School room at any time. Food is freshly brought in and stored appropriately. Fresh food, fruit and vegetables are served as a snack and children have access to drinking water at all times. All food is prepared in the kitchen under hygienic conditions which meet health and safety regulations. All members of staff receive training in basic food hygiene.

Volunteer policy.

Our policy at East Didsbury Pre School is that volunteers under no circumstances are left alone with children. All volunteers must sign in and out and only work alongside a trained member of staff.

Key person policy.

Our policy at East Didsbury Pre School is that all children have a key group that is headed by their own key worker. Parents and carers are made aware of their child's key worker in writing on admission and are made aware that their child's key worker is available for discussion of any concerns and their child's progress at any time.

Equal opportunities policy.

At East Didsbury Pre School we believe that no child, individual or family should be excluded from the pre schools activities on the grounds of age, gender, sexuality, class, family status, disabilities, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in, volunteer to help with or attend pre school have an equal chance to do so.

Sleeping policy.

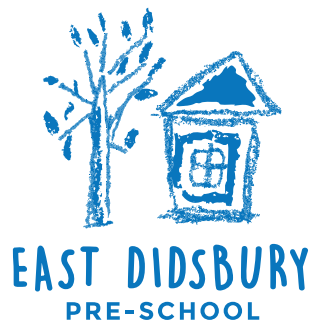
Our policy at East Didsbury pre school is that any child who needs to sleep for any reason shall be able to do so in a quiet and comfortable area. A portable bed is available and will be used in the quiet corner and will be supervised by a trained member of staff.

Cleaning policy.

All staff are responsible for ensuring that all toys, equipment and resources are kept clean. All equipment is kept and stored according to health and safety.

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Safeguarding and protecting children policy.

The safety and wellbeing of your children is our primary responsibility. If we have any concerns about your child, we will speak to you in the first instance and hope that you will approach your child's key worker if you have any concerns about your child.

All our staff regularly attend training in child protection and understand their responsibilities in safeguarding children.

We adhere to the procedures set out in the local safeguarding children procedures book. It is our duty to report any concern we have regarding children in our care. This is primarily to safeguard the children.

We have a designated member of staff who is our liaison for child protection. The designated person is able to contact the local child protection coordinator within social services for advice on child protection matters. If a member of staff has a concern about a child, the designated member of staff will be informed. A decision about how to inform you of our concerns will be made with minimum people involved. We work within the boundaries of confidentiality.

Our procedures for safeguarding our children on a daily basis are:

1. Staff have appropriate qualification skills.
2. Staff ratios are adequate.
3. Ensure that all doors are locked.
4. We will not let your child/children be collected by anyone other than parents unless an arrangement has been made.
5. Daily risk assessments of toys and equipment are carried out.
6. Ensuring that parents and children know who their key worker is and that staff are aware of any special or additional needs the child may have.

The procedure to be followed in the possible event of an allegation being made against a member of staff.

Any allegation of abuse against a member of staff is dealt with fairly and consistently, in a way that protects the child and supports the person in subject. If the parent is unaware of the allegations they will be informed as soon as possible. Allegations should be reported immediately to the pre school manager. Every effort will be made to maintain confidentiality whilst an investigation is carried out. A police investigation of a possible criminal offence may be necessary.

Social services may assess whether the child is in need of protection services. The pre school will consider the necessary disciplinary action in respect of the individual. If the member of staff resigns this will not prevent an allegation being investigated. A clear and comprehensive summary will be given and details of how an allegation is investigated, resolved and of any action taken and decisions reached. A copy will be kept on a person's confidential personal file and a copy provided for the person concerned.

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