



An Introduction to Holmes Chapel Community Pre-school Essential Information for Parents and Carers

1. Introduction

Holmes Chapel Community Pre-school is a registered charity, working for the benefit of children, parents and carers in the local area. The pre-school is registered with Ofsted to provide sessional pre-school care and education for children between the ages of 2 and 4, and together with Cheshire East Council provides free places for three and four year olds through the Free Early Education Entitlement. In some circumstances, we may also be able to obtain funding for 2 year old children. Our team of paid qualified staff run the pre-school sessions and they are supported by a voluntary committee of parents.

Our pre-school provides good quality education and play equipment appropriate to the children's age and stage of development in order to enable them to develop to their full potential. The educational equipment and play activities encourage their language and literacy, thinking and problem solving skills, hand-eye coordination, scientific knowledge, mathematical understanding and help form the basis for reading and writing.

We recognise that parents are the primary educators of children at pre-school age and do all we can to work in partnership with our parents and carers to provide the best possible outcome for our children.

2. What happens before your child starts at Pre-school?

We look forward to welcoming your child to Holmes Chapel Community Pre-school, but before we can get to that stage there are several steps we need to go through together. These are described in this section:

a) Enrolment form

When you first contact Holmes Chapel Community Pre-school we will arrange a visit and issue you with a prospectus and an enrolment form for you to complete and return to confirm your place.

b) Visit the Pre-school

This visit gives you and your child a chance to see the pre-school and have lots of fun joining in with the activities. It gives you an opportunity to observe your child and the other children at pre-school, see how our sessions are run and ask any questions that you may have. After your visit you will be given a full admission pack, along with the following forms which need to be completed and returned to pre-school before your child can start:

- Admission form
- Settling in at pre-school form
- All about me form

We are required by Cheshire Children's Services, under the 1989 Children Act, to keep a record of each child attending pre-school, detailing the information requested on these forms. For this reason, these forms must be returned to pre-school before your child can start. These records will be treated as confidential and are held securely. The pre-school is registered under the terms of the Data Protection Act. These records will be updated annually or whenever circumstances change, e.g. change of address, so please keep us informed of any changes to your personal details.

We do also offer home visits where necessary prior to your child starting at pre-school, if you would like a home visit please contact the Administrator, Dawn Caine-Bryant, on 07808 723811.

c) Choose your sessions

Our sessions take place Monday to Friday during school term-time only. These sessions are held from 9.00am to 12pm and 12pm to 3.00pm, with a lunch club from 12pm until 1pm should you wish your child to attend.

Session Confirmation, Fees and Grants

An invoice for your child's fees will be sent to you at the beginning of each half term and these should be paid within 7 days in order to secure your child's place. You can pay the fees by bank transfer, cheque or cash.

- Our account number is 83938530 and the sort code is 20-53-77. Please add your invoice number or child's name and fees as a reference.
- Cheques should be made payable to Holmes Chapel Community Pre-school with your invoice number, child's name and 'fees' written on the back.
- The correct sum of money should be placed in a sealed envelope with your child's name and 'fees' written on the front of the envelope.

Non-payment of your invoice may mean that you may lose your place and it will be allocated to someone on the waiting list. If you are unable to pay the fees on time please advise the Administrator and an alternative date or payment plan can be agreed. Financial assistance may be available in exceptional circumstances, please see the Chairperson for more information. Please refer to our fee policy for further details. Late payment of fees may incur a charge and persistent late payment, without an explanation, may result in the loss of your child's place.

From September 2020 our fees are £5.25 per hour and they are reviewed annually.

Please be respectful of the times your child is booked into Holmes Chapel Community Preschool. We understand that there may be the odd occasion when a child may be collected late, however persistent late pickups will incur a charge at a rate of £5.00 for every 15 minutes or part thereof.

Four week's notice (in writing) is required to cancel your child's place.

No refunds will be given for sickness or holidays and we are unable to swap sessions, although additional ad hoc sessions can be booked where available.

Free Pre-school Education Places for Three and Four-year olds

From 1 April 2006 all three and four year olds in England have been entitled to free pre-school education for 38 weeks per year starting the term after their third birthday through the Free Early Education Entitlement grant (for example, if a child turns 3 at the beginning of the summer term, they will not be eligible for the grant until the beginning of the autumn term in September). Every eligible child can receive up to 15 hours per week for 38 weeks per year. Each session must be a minimum of 2½ hours. Our Administrator, Dawn, will be able to advise you when your child will be eligible for free sessions.

Pre-school claims the money directly from the Local Education Authority. You will not need a voucher or a certificate. Before the beginning of each term you will be asked to confirm the number of sessions you wish Holmes Chapel Community Pre-school to claim on behalf of your child by filling out an FEEE parental declaration form. This will be handed to you directly at Preschool for immediate completion.

The 15 hours can be claimed in any pre-school or nursery, but no more than 15 hours can be claimed in total, however many pre-schools, or nurseries a child attends. If more than 15 hours are claimed, the pre-school can be fined by the Local Education Authority, so it is vital that parents/carers inform the pre-school if any sessions are being claimed at other settings, using the grant claim form, or by informing the Administrator as soon as possible if your situation changes mid-term. If you do wish for your child to do more sessions than that grant claimed sessions, you are welcome to put them in for additional sessions and pay the hourly rate.

d) Uniform and Naming Child's Belongings

Holmes Chapel Community Pre-school has a non-compulsory uniform which you are welcome to purchase for your child. Many of the activities at pre-school are, by nature, fairly messy and despite aprons, clothes can get dirty. Wearing uniform can prevent favourite items of clothing getting stained, and many children, especially those with elder siblings at school want to wear the uniform. For more information and prices of uniform please ask any member of staff or the committee.

Before your child starts at pre-school we ask that you clearly name any items of clothing that they are likely to remove, especially jumpers, cardigans and coats, along with their spare clothes bag and lunch bag. The pre-school works with a company called 'Easy2Name' which can provide name tapes, stickers and labels. You can order direct with the company, but state that you want to support Holmes Chapel Community Pre-school and the pre-school will receive a small percentage of the value of your order towards our funds to improve the pre-school for the benefit of our children. For more information, please ask any member of staff or the committee.

3. What happens when your child starts at Pre-school?

a) Arrival at Pre-school

On arrival, please bring your child into the reception area at pre-school where they can find their picture on the coat hooks on which they will hang their bag and outdoor clothes. You will then need to sign your child in. When the session time starts each child will be welcomed individually by the Manager or Deputy at the door. We use self registration at Pre-school, so the children will come in to the reception area, find their picture and put it on the board. Parents/carers are welcome to come into the pre-school room with their child in order to settle them, or to speak to their child's Key Person (see section 3c), or supervisor.

b) Settling in at Pre-school

We welcome you and your child into Preschool for a visit, where you can have a look around, meet some of our staff and ask any questions whilst your child has a play and familiarises themselves with our preschool.

We want children to feel safe and happy in the absence of their parents/carers, to recognise other adults as a source of help, friendship and authority and to be able to share with their parents/carers afterwards the new learning experiences enjoyed in the pre-school. We also want parents/carers to feel welcome and involved from the beginning.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to help parents and children to feel comfortable in the pre-school, to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session.

Our settling in procedures are flexible so that they can cater for the different needs of individual children and parents/carers, but they usually follow these steps:

- All parents/carers are welcome into the pre-school room at drop off time, but this is often particularly necessary when children first start to allow the child to become settled in an activity before the parent departs.
- We recognise that some children will take longer than others to settle in at pre-school and will always work with parents/carers to make this settling in process as stress free as possible for all involved.
- Some children will be upset when their parent leaves for some time. We generally find that they quickly settle once the parent has left and will always telephone parents/carers to reassure them that all is well.
- It may be best for a parent to separate from their child for a brief period at first and gradually build this up to a longer time. Or it may suit some children to start off with a slightly shorter session. We will always be flexible to arrange whatever is best for each individual child.
- All families will be welcomed and supported by the pre-school at any time, but especially throughout the settling in period, however long it takes.

It often helps our staff settle children into pre-school if they know a little something about the child's interests, talents and experiences. Parents and carers are given an opportunity to pass this information onto the pre-school using the 'Settling in to Pre-school' and 'All About Me' forms. We provide a guide on how to help your child settle which you should have in your pack. You are welcome to share other information with their child's Key Person (see section 3c), or other member of staff on an on-going basis.

c) Key Person

When your child starts at pre-school one member of staff will be allocated as their Key Person. This member of staff will observe and record your child's progress at pre-school in accordance with government guidelines, as well as creating and maintaining your child's learning journey (see section 6 for more information). As all our staff work part-time it may not be possible for your child's Key Worker to be in every session your child attends, however they will always have an allocated person for their group.

If you have any queries, comments or concerns about your child's progress at pre-school, or you would like to share any special celebrations or news, or simply have a chat, you are welcome to talk to your child's Key Person, or any other member of staff at the beginning or end of any session, or feel free to arrange another time if that is more suitable.

d) Pick-up from Pre-school

Parents come into the pre-school at pick-up time. Information of what has happened in the Preschool session will be displayed on the white board in the reception area. Staff will be available for a short chat after all children have left if you need to. As the children leave the pre-school the Manager/Deputy will make sure that the child is collected by the correct person. No one under the age of 18 will be able to collect your child. Under no circumstances will a child leave the session without the knowledge and approval of the Supervisor and you will be required to sign your child out.

If your child is to be collected by someone else at the end of the session, such as a grandparent or childminder, please let the Supervisor know at the beginning of the session and confirm this on the daily register. If someone not known to the staff needs to collect the child, due to unforeseen circumstances, they will be asked for the child's password, as detailed on the admission form.

If a child has not been collected 15 minutes after the end of a session the staff will telephone the parents/carers. If the staff cannot contact the parents/carers, the emergency contacts will be telephoned. Should no contacts be available the staff will remain with the child for up to half an hour. After this time, as a last resort, we reserve the right to contact Children's Services. Please remember that late pickups will incur a charge at a rate of £5.00 for every 15 minutes or part thereof.

Please note that the pre-school insurance only covers children on the premises during session times.

e) Keeping staff informed

If your child is unable to attend pre-school due to family holidays, illness or for any other reason, please inform staff either at a previous session, or by telephone on the day (see section 12 for telephone numbers).

If you are likely to be late to pick-up your child, or cannot pick them up due to unforeseen circumstances, please telephone the pre-school as soon as possible to inform staff of alternative arrangements.

4. What happens once your child has settled in at Pre-school?

Changing session requirements

Once your child has settled in at pre-school you may want to make changes to the sessions they attend. Children often want to attend more sessions once they have made friends with the staff and other children. Please advise the Administrator if you would like to change the sessions your child will attend for the following term. Children can also change sessions at half-term breaks, subject to availability, please talk to the Administrator if you would like to change your child's sessions. To ensure group stability and correct collection of grants and fees we can only accept changes to sessions at the beginning of a term. The Administrator will confirm your change in sessions, together with any additional fees that are due. See section 2c for more information on fees and payment. Should you wish to reduce the sessions that your child currently attends, please be advised that you will need to give written notice and it will then be in effect from the beginning of the next half term/term.

5. Involvement with Parents and Carers

Holmes Chapel Community Pre-school aims to create a partnership with parents and carers throughout their children's time at pre-school. Parents are the first educators of their young children and we aim to support parents in this essential role. As a committee-run pre-school there are many opportunities for parents and carers to become more involved with the pre-school if they wish to do so.

We know that not all children will tell their parents and carers about what they have done in a pre-school session and we also know that parents and carers love to know what they have been up to. To ensure that parents and carers are kept informed about what is happening at pre-school we use the following methods:

- Information about the activities that have taken place in a session is displayed on a white board.

- Details about current activities, outings and events are passed onto parents/carers through regular newsletters. All newsletters (as well as other essential communications) are usually emailed out to you. Please, therefore, let us know if your email address changes, or if you would prefer a paper copy of any correspondence and we can leave one for you in your post wallet at Preschool.
- Reminders about activities and events and other important information is displayed in the reception area. Please take a moment, when you are dropping your child off, to have a look at this information.
- 'Wow' sheets. These are located in the reception area. Please fill in when your child has a Wow moment at home, such as riding a bike without stabilisers for the first time. These Wow sheets are then kept in your child's learning journey.
- Learning journeys are sent home at the end of every term for you to look at and add in our own contributions.
- Information about the pre-school, such as certificates of registration and insurance and a copy of this document, are available in the reception area. Please ask if you require any information that is not displayed here.
- Photographs of all members of staff are displayed in the reception area, if you are unsure who is who, please have a look!
- Facebook.

We also recognise that parents and carers need the opportunity to talk to members of staff and hear individual information about their child. We achieve this by the following methods:

- We run regular parent's evenings where parents/carers can look at their child's progress through their learning journeys and have an opportunity to discuss their child's development with their Key Person or other members of staff.
- All parents and carers are invited to talk to their child's Key Person, or the Manager, at any time should they wish to do so.
- Parents and carers are invited to provide information about their child's interests and experiences through the 'Settling into Pre-school' form.
- Each child will be given a sharing book and this is your opportunity to share what you have done at home over the weekend, or on holidays etc with your child.

There are many ways that parents and carers can become more involved in the pre-school.

- Do you have a skill or job that the children would like to learn about? We love to have regular visits from hairdressers, policemen, doctors or nurses, vets, musicians, mothers with babies and many others – could you help us here?
- We run regular fundraising events throughout the year to raise funds to improve our pre-school for the benefit of our children. Please help us by attending these events, and where possible donating the items we require (such as cakes for the cake sales in the Primary School playground, or items for hampers/tombolas etc).
- Maybe you would be able to help to provide, make or look after the equipment and materials used in the children's play activities by volunteering for the play dough, or gardening rota or joining in at our termly toy cleaning sessions?
- Would you like to help out at fundraising events or with a particular project at the pre-school? You are always welcome to do this in an ad-hoc manner or by becoming an associate member of the committee.
- Are you interested in how the committee works? You are welcome to come along to any committee meeting to see what we do, or just have a chat to any committee member. We also encourage all parents/carers to come along to our Annual General Meeting held in October every year. Perhaps you'd like to become a member of the committee? While we have a fully paid professional staff who run the sessions we always need parents/carers who are willing to help with running the business side of the pre-school – see section 10 for more information about what the committee does.

6. Recording children's progress

In accordance with the Statutory Framework for the Early Years Foundation Stage, the teaching staff record the progress of all children at the pre-school. In order to do this, there will be on-going observation of the children by their Key Person. Their progress is recorded in the form of a learning journey showing your

child's involvement with the activities at pre-school, using observations, photographs and examples of their artwork. You are welcome to bring in photographs and artwork from home to be included in your child's learning journey. The learning journey will form the basis of discussions at Key Person afternoons and parent's evenings and you are welcome to make an appointment with your child's Key Person if you would like to see your child's work, or discuss their progress at any time. When your child leaves pre-school they will be presented with their learning journey to keep as a record of their time and progress at the pre-school.

Between the ages of 2 and 3 your child's key person will complete a 2 year check. This can be shared with your Health Visitor when your child receives an appointment to attend their 2 year check.

7. Behaviour and discipline in pre-school

The pre-school staff endeavours to maintain a very high standard of behaviour in all children, constantly encouraging and praising good behaviour. Sharing and negotiation are positively encouraged and 'rules' are discussed.

Behaviour is managed in an appropriate manner. Unacceptable behaviour in pre-school such as hitting, biting, bad language, spitting, and spoiling other children's play is positively discouraged. Racial abuse, bullying, harassment, abuse and name-calling are also discouraged. Reasons and explanations are always given as to why they are unacceptable and will be discussed with parents. We use the traffic light system of discipline with our older children, which is consistent with the Primary School.

Acquiring a correct attitude towards behaviour is considered to be an essential part of the learning and growing up process that all children go through. If this is done slowly and carefully with plenty of time and explanations, the child will grow up better prepared to face the rigours of a wider world, in particular school.

The pre-school staff will endeavour, at all times, to set good examples for the children. Holmes Chapel Community Pre-school maintains a policy of NO physical punishment, including slapping, smacking, shaking, biting etc. when dealing with any and all difficult behaviour in children at all times.

We will always work in partnership with parents where staff feel children may benefit from additional support.

For more information please see our separate Behaviour Management policy.

8. Health, Hygiene and Safety

Holmes Chapel Community Pre-school considers the Health and Safety of the children to be paramount at all times. If you require further information please see our separate Health and Safety policy, but shown below is some information parents and carers often ask about.

a) Supervision of children

Ratios are always maintained. At no time will the children be left unsupervised during a pre-school session. However, it is recognised that, as the child grows and develops, there may be a need for that child to go to the toilet on his or her own. A member of staff will always be aware that they have done so and will ensure that the child returns to the supervised session as soon as is practical.

Staff continually monitors the presence of all children in their care during each session. Registration is taken at the beginning of each session and checks/head counts will take place at least 3 times during the session.

b) Smoking, drinks and drugs

Smoking will not be permitted within the pre-school building, or grounds.

No person under the influence of drugs or alcohol will be allowed to be near the children within the registered premises. Staff that have any concerns will ensure any such person is removed immediately.

If a parent or carer arrives to collect a child under the influence of drink or drugs (unless for reasons of medication) staff will refuse to release the child. In such an event staff would contact the emergency contact for the child, to arrange for the child to be collected. If the emergency contact cannot be reached, the Police would be contacted and Children's Services informed.

c) Personal Hygiene

The staff will continually encourage the children to follow the correct procedures in all areas of personal hygiene.

- Hands washed after using the toilet and before handling food.
- Children are encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.

d) Toilet accidents and spills

A limited amount of spare laundered pants and other clothing are available in case of accidents, together with polythene bags in which to wrap soiled garments. However, we recommend that parents/carers send their child with a change of clothes in a named bag, as children often prefer to change into their own clothes.

e) Food

The sharing of refreshments can play an important part in the social life of the pre-school as well as reinforcing children's understanding of the importance of healthy eating. All staff involved in preparing food for the children have a food hygiene qualification and the setting currently holds a 5* hygiene rating. The pre-school will ensure that it fulfils all the requirements of the registering authority and that:

- Snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.
- Before a child starts to attend the group, parents/carers are asked to inform the pre-school (on the admissions form) of their child's dietary needs, including any allergies or requirements for vegetarians/vegans or members of religious groups, so that the staff can make appropriate arrangements to meet them. We are a nut free setting and ask that parents adhere to this by not putting any type of nut, snack bar containing nuts, etc. in children's lunchboxes.
- We ask that parents provide a healthy lunch for their child. Samples of nutritious lunch box ideas are provided in your admission pack or please speak to a member of staff should you require a copy of this.
- Water is constantly available.

f) Illness

Children should not attend pre-school if they are ill and the Manager and Deputy reserve the right to request that a child does not do so. If a child is taken ill during a pre-school session the parent will be contacted immediately using the home telephone number provided. The emergency telephone number will be used if it is not possible to contact the parent using the home telephone number.

- Parents/carers are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea, until **at least 48 hours has elapsed since the last attack**.
- If a child has an infectious disease such as chickenpox they should not attend pre-school until the infectious stage has passed and they are feeling well in themselves again. The staff are familiar with all the common infectious diseases and will be pleased to advise when the child can attend, if required.
- There will always be at least one member of staff who is trained to administer first aid to children on the premises.
- If your child is ill, or otherwise unable to attend pre-school, please telephone the pre-school to inform staff, preferably out of session times (see section 12).

g) Administration of medication

Pre-school staff will administer medication to children based on the following rules:

- Parents/carers must give prior written permission for the administration of medication. This permission states the name of the child and parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition, stored in the original containers and clearly labelled.
- Children taking prescribed medication must be well enough to attend the setting.
- The administration of the medicine will be recorded accurately each time it is given and signed by staff. Parents/carers will sign the record book to acknowledge the administration of a medicine. The parents must give the first dose of medicine to their child.
- For more information please see our separate policy on administration of medication.

h) Fire Drill

Information on the procedure in the event of a fire is displayed on the notice board in the reception area of pre-school. Staff regularly talk to the children about the fire drill and practice it with them, so they are familiar with the procedure in the event of an emergency.

i) Accidents at pre-school

Minor accidents will be treated in pre-school by a qualified first-aider and parents/carers will be notified of the occurrence and the treatment (if any) at the end of the session. Parents/carers are asked to confirm that they have been notified of the occurrence by signing against the appropriate entry on an Accident form. A first-aid box is available during all pre-school sessions and is kept on the wall of the kitchen. The first-aid box is checked regularly and the contents replenished whenever necessary.

In the event of a non-minor accident occurring to a child the Manager or Deputy shall arrange for the parents/carers to be contacted by telephone as soon as possible. The home telephone number recorded on the admission form will be used first, followed by the emergency telephone number should no contact be possible using the main number.

In the event of a genuine emergency the staff have the consent of the parents/carers to take whatever steps are required and shall, if the parents/carers cannot be contacted, take the child to the Holmes Chapel Health Centre, or to Hospital or shall contact the Emergency Ambulance Service (999). This parental consent is recorded on the admissions form.

j) Mobile phones

We have a strict 'no mobile phone' policy. Please do not answer your phone, text or other whilst you are inside the pre-school building.

k) Social media/Facebook code of conduct

We appreciate that at special times of the year, ie Graduation, Nativity etc. you may want to photograph your child. We want to be able to give you this opportunity, however, we do ask that you do not upload these pictures on to social media sites.

9. Complaints Procedure

Holmes Chapel Community Pre-school believes that children, parents and carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our pre-school and will give prompt and serious attention to any concerns about the running of the pre-school. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, the steps set out in the Complaints Procedure document are followed. Please see Complaints Procedure document for further information.

10. The Pre-school Committee

Holmes Chapel Community Pre-school is run jointly by the teaching staff and the committee under a Pre-school Learning Alliance approved Constitution.

The committee is responsible for running the business side of the pre-school and it consists entirely of volunteers, two thirds of whom must be parents or guardians of children attending the group. It organises all aspects of the group, apart from the content of the sessions, which are organised by our qualified, paid, staff.

The committee consists of Chairperson, Secretary and Treasurer and up to 9 other elected members. The committee may also include up to 3 co-opted members. Officers and committee members are elected at the Annual General Meeting. They may remain on the committee for up to ten consecutive years. You can find a current list of committee members on the notice board in the reception area at pre-school.

The main responsibilities of the committee are as follows:

- Control and run the pre-school finances
- Fix and collect fees
- Raise money in order to support and improve the work of the pre-school
- Keep parents and carers informed of fundraising events
- Appoint staff and agree wages

- Liaise with and support the staff
- Maintain required insurance cover
- Ensure that pre-school continues to operate within the bounds of legislation
- Maintain the building, furniture and fixings

11. Pre-school Policies and Essential Information for Parents and Carers

In addition to this Essential Information for Parents and Carers document the pre-school maintains a comprehensive set of policies. Copies of all the policies are held in a file in preschool. If you would like a complete list of our policies, or you would like to look at any specific policy documents, please speak to a staff member and this can be arranged. You may request a copy for your information; in this case a small administration charge may be made. A copy of this document is displayed on the notice board in reception, and all parents/carers are given a copy along with the admission forms when they visit the pre-school. Parents/carers must read this document and sign the admission form to say that they have done so.

12. Contacting the pre-school

Should you need to contact the pre-school the phone numbers are:

Land line: 01477 537375

Mobile: 07513 094973

We ask that you try to use these numbers only when essential, as staff are busy during sessions looking after our children. If you wish to send a non-urgent message to the pre-school we suggest you use our e-mail address (holmeschapelcps@gmail.com) or telephone our Administrator on 07808 723811. Please feel free to call the pre-school outside session times. If no member of staff is present, you can leave a message.

Dated: September 2019



Holmes Chapel Community Pre-school
 Holmes Chapel Primary School, Middlewich Road, Holmes Chapel, Cheshire, CW4 7EB
 Ofsted Registration: URN305107 Registered Charity Number: 1017112
 Members of the Preschool Learning Alliance