

# RAMSDEN PRE-SCHOOL

Ramsden Heath Village Hall

Dowsett Lane, Ramsden Heath

Billericay, Essex, CM11 1HX

Pre-School Phone Number: 01268 711271 or  
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## PROSPECTUS

### 2020/ 2021

**Outstanding INSPECTION 2018**

**QUALIFIED EXPERIENCED STAFF**

**SECURE OUTDOOR PLAY AREA**

Registered Office: Ramsden Heath Village Hall, Dowsetts Lane Ramsden Heath, Billericay, CM11 1HX  
Registered Charity Number 1105415  
Registered as a Company Limited by Guarantee in England and Wales  
Registered Company Number 5088621



## INTRODUCTION

Welcome to Ramsden Pre-School. We are an Outstanding Inspected Committee run Pre-School that is situated in the local Village Hall. We received 'Outstanding' in our Ofsted Inspection in July 2018. We are a registered charity organisation and are governed by the rules and regulations set by the Charity Commission. We are also members of the Early Years Learning Alliance and during our time with them in 2014 we passed the Early Years Alliances Accreditation Scheme. The Early years alliance no longer runs this but to ensure our quality of care and professionalism we took part in the Preschool alliances SMART Pd in 2017.

Our Pre-School offers an extensive and stimulating curriculum for young children aged 2 - 5 years, five mornings and three afternoons per week. We have varied and extensive resources and equipment which is constantly updated due to very successful fundraising by our committee.

Our Staff are highly qualified and are sent on training courses to keep them up to date with the ever-changing needs for the children's educational development. In every session we endeavour to have a minimum of 6 staff on duty. We believe this to be the best ratio to ensure all our children's needs are met.

Once children have settled in, we welcome and encourage parents / carers / grandparents to come into the sessions and act as helpers. This enables them to see the structure of our sessions and how their own child is developing and enjoying themselves within the group.

## Ramsden Pre School's Guide to the EYFS for Parents & Carers

At Ramsden Pre School, we are here to give your child a happy and healthy start in life, by providing high quality childcare that meets your child's needs and interests. We hope this guide gives you an introduction to how we will go about this, using the Early Years Foundation Stage framework.

### Key person

Your child's key person will work closely with you and your child, to build a positive relationship that makes them feel safe and secure as they settle in, giving them the confidence to participate and enjoy their time with us.

The key person will observe your child to ensure that the care we provide meets their individual needs. Your involvement is essential in this, therefore, we will keep you regularly informed of your child's progress and, in turn, the information you provide to your key person about your child's interests, development and experiences at home will help us to build on your child's development. The key person is here to listen and help, so please feel free to share any comments or concerns you may have.

### The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is a legal framework which provides a set of requirements that we adhere to, to ensure that all children from birth to five years old who attend our provision are safe and healthy, and that they are supported to learn and develop to their full potential. The EYFS requirements cover the following.

- The *learning and development requirements* shape the activities and experiences we provide for your child.
- The *early learning goals* provide a general level of progress, covering knowledge, skills and understanding, that we will support your child to work towards having by the end of the academic year in which they turn five.
- The *assessment requirements* detail how we will monitor and plan for your child's progress.
- The *safeguarding and welfare requirements* are steps we follow to ensure your child is kept safe and has their welfare promoted.

Our policies and procedures explain in detail the steps we take to satisfy the requirements of the EYFS in our everyday practice. Please ask any member of our team to view our policies and procedures, or we can provide you with copies to take away and read. We are inspected and regulated by Ofsted on the quality of our childcare provision against the requirements of the EYFS. Please ask your child's key person or any member of our team to view a copy of the EYFS or our most recent Ofsted report. Alternatively, you can download the EYFS at [www.pre-school.org.uk/whats-new/new-eyfs](http://www.pre-school.org.uk/whats-new/new-eyfs) and our Ofsted report at [www.ofsted.gov.uk/inspection-reports/find-inspection-report](http://www.ofsted.gov.uk/inspection-reports/find-inspection-report).

### How we support your child's learning and development

There are seven areas of learning and development within the EYFS through which your child will be gaining knowledge, learning skills and showing understanding. These areas form the basis of the activities we provide for your child, alongside their unique interests and needs, and enable us to plan for their progress.

#### Prime areas of learning and development

- Communication and language.
- Physical development.
- Personal, social and emotional development.

#### Specific areas of learning and development

- Literacy.
- Mathematics.
- Understanding the world.

- Expressive arts and design

These areas are connected, with learning and development in each area contributing towards that of the others. Building confidence in the prime areas of learning and development is particularly important for children, as it enables them to progress well in the specific areas of learning and development. As we support your child towards achieving the early learning goals for each of these areas of learning, we aim to tailor the opportunities we provide to meet their personal learning and development needs.

#### **How we assess your child's progress**

We observe your child throughout the day to identify their interests, how they learn and their progress in each area of learning and development. As you know your child best, we also want to hear your observations of your child, what they like to do at home, as well as any significant events, achievements, or concerns. This assessment of your child helps us to identify and plan their next steps. In addition to our ongoing observations, two reviews of your child's progress will be shared with you.

#### ■ **Progress check at age two**

When your child is aged between two and three years, your key person will work with you to prepare a summary of your child's development in the prime areas of learning. The review may show that your child is progressing at a faster or slower rate in a particular area, this will generally be a normal part of your child's unique developmental journey. Where we have concerns, we will carry out further observations and may seek your consent to share the review with other professionals where we feel their support would benefit your child.

#### ■ **Early Years Foundation Stage Profile**

As your child prepares to start school at age five, an Early Years Foundation Stage Profile (EYFSP) is completed. The EYFSP aims to present a well rounded picture of your child's knowledge, understanding and abilities, providing a review of your child's progress as they come to the end of the EYFS, against the expected levels of development in the early learning goals. Due to the timing, it is likely that your child's reception class teacher will carry this out; however, the records and knowledge we have of your child will help to inform this process. On completion of your child's EYFSP, the results will be shared with you, giving you the opportunity to ask questions.

#### **Working together for your children**

In our pre-school we maintain the ratio of adults to children in the setting that is set through the Safeguarding and Welfare Requirements.

This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

All our staff are thoroughly vetted with the Criminal Records Bureau and all hold a current DBS check. Key Practitioners, or as we call them 'Aunties', are fully trained and one will be assigned to your child to create an accurate record of your child's development through our I Connect system which is an online service. This creates your child's learning journey which you can access at any time through the

parents app. We welcome comments and news from home, and actively encourage families to share their child's Learning Journey with any other settings. We would encourage you to pass this onto your child's next provider (e.g. Reception Teacher) by printing off this at your leisure. We take great pride ensuring your child's experience is recorded and they are something to remind you of your child's time at Ramsden Pre-School.

The staff who work at our pre-school are:

 <p>Katharine Waite</p>	<p>Level 5</p>	<p>Preschool Manager Health &amp; Safety Officer Designated Safeguarding Officer Look After Children Officer Send Officer</p>
 <p>Sue Nicoll</p>	<p>NNEB Level 3</p>	<p>Deputy Manager Key Practitioner Health &amp; Safety Officer Readiness for School Officer Fire Marshall Key Person</p>
 <p>Barbara Thorpe</p>	<p>NVQ Level 3</p>	<p>Send Manager ENCO Officer Key Person</p>
 <p>Andrea Beadle</p>	<p>NVQ Level 3</p>	<p>Planning Officer Fire Marshall Key Person</p>

 Diane Greenwood	NVQ Level 3	Outside Officer Key Person
 Deborah Stevenson	NVQ Level 3	Creative Officer Key Person
 Vicky Cimini	NVQ Level 3	Alphabet Officer Key Person
 Beth Jeremy	NVQ Level 3	Creative Officer Key Person
 Michelle Cornwall	NNEB Level 3	Creative Officer Key Person
 	Food Hygiene – Level 2	Assistant Food Hygiene Officer

Terrie Tidnam		
 Jessica Laurence	NNEB – Level 3	Administration Manager

NNEB = Nursery Nursing = Level 3    NVQ3 = Level 3    NVQ2= Level 2

### Opening Times

Monday	9:15am until 12:15pm and 12:45pm until 3:45pm
Tuesday	9:15am until 12:15pm
Wednesday	9:15am until 12:15pm and 12:45pm until 3:45pm
Thursday	9:15am until 12:15pm and 12:45pm until 3:45pm
Friday	9:15am until 12:15pm , - 12:15pm until 12:45pm lunch club

We run a lunch club from 12:15pm until 12:45pm Monday, Wednesday, Thursday, and Friday. There is an additional charge for this service. Please speak to the Preschool Manager for more information.

We are open 38 weeks per year.

For the morning sessions parents and children are asked to wait in the small hall until the session opens. The outside door is then closed, and an 'Auntie' will then ask the children to say goodbye to their parents and will then guide them into the main hall. Afternoon session attendees are asked to wait in the foyer until the main hall doors are opened. We have found that most children settle more quickly this way. If your child struggles to settle, we will work with you to find a strategy that works for your child.

### How parents take part in the pre-school

Our pre-school recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests, and progress with the staff;
- contributing to the progress check at age two
- helping at sessions of the setting;
- sharing their own special interests with the children;

- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the setting, within the Committee
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities in which the setting takes part; and
- building friendships with other parents in the setting.

### **Key persons and your child**

Our pre-school uses a key person approach. This means that each member of staff 'Auntie' has a group of children for whom she is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the pre-school, the Key person will help your child to settle and throughout your child's time at the pre-school, she will help your child to benefit from the pre-school's activities. The key person may not be in session every time your child attends. Other staff members will look after your child in your key person is not in. Please inform your child's key person of anything you think may affect your child's behaviour at pre-school e.g. the loss of a family member or pet. This information will be kept strictly confidential but may help us to understand if there is a change in behaviour patterns.

### **Learning opportunities for adults**

As well as gaining qualifications in early years care and education, our staff take part in further training to help them to keep up-to-date with thinking about early years care and education. The pre-school also keeps itself up-to-date with best practice in early years care and education, as a member of the Pre-school Learning Alliance, through the Under 5 magazine and publications produced by the Alliance. The current copy of Under Five is available for you to read at your request.

### **The pre-school's timetable and routines**

Our pre-school believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the pre-school;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

### **The session**

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playground.

## Snacks and meals

Our pre-school makes snacks and meals a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. We offer fruit at every session and provide a choice of milk or water.

There is a small charge for snack which is a voluntary contribution, however, you are welcome to opt out and provide your own. This will be shown on your invoice as provisions. We also provide a jug of water during the session for the children.

To assist with independence, we encourage children to pour their own drinks and help prepare their snack. Children sometimes eat what they have made in the cooking activity.

All staff receive training in Health and Hygiene, and we ensure snack items are only prepared by those qualified to do so. Snack times are varied whereby children sit down with their key person group, take part in a rolling snack bar, or have picnic snacks outside in the garden. Please speak to a member of staff if you have any concerns regarding your child's dietary requirements.

We received a 5-star rating in a recent Food Hygiene Inspection by Chelmsford Borough Council Environmental Health Agency.



Do tell us about your child's dietary needs and we will make sure that these are met. It is **very** important that we are made aware of any food allergies.

## Lunch Club

For a small fee your child is welcome to join our lunch club. Our Staff will supervise your child during the lunch time period. We would ask you to provide a healthy packed lunch. Please place an ice pack in your child's lunch box during warmer weather. We are a 'NUT FREE' pre-school, so please ensure no nuts are included in packed lunches including Peanut Butter and Nutella. Please also refrain from including fizzy drinks, chocolate or sweets.

## Policies

Copies of the setting's policies and procedures are available for you to see at pre-school or can be emailed to you if you wish to have your own copy.

Our pre-school's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the pre-school work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the pre-school to provide a quality service for its members and the local community.

## Information we hold about you and your child

We have procedures in place for the recording and sharing of information data about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject you and your family
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

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### **Safeguarding children / Child Protection**

Our pre-school has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our pre-school and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

We have a named Safeguarding Officer.

### **Equal Opportunities**

No child, regardless of gender, religion, culture, health or special needs, will ever be excluded from Pre-School.

We have a named Enco Officer.

### **Special needs**

As part of the pre-school's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The pre-school works to the requirements of the Special educational needs and Disability code practice: 0 to 25 years 2015

We have a named SEND Manager.

## Admission Policy

We arrange our waiting list in birth order. In addition our policy also takes into account the following:

- the vicinity of the home to the pre-school; and
- Siblings already attending the pre-school / local Primary School.

We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

Parents will be notified, in writing, of their child's starting date and session allocation. We ask that you give one terms notice should you wish to withdraw your child from our Pre-School.

## The management of setting

Our setting is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee make up the registered person with Ofsted and are responsible for:

- managing our finances;
- employing and managing our staff;
- making sure that we have, and work to, policies that help us to provide a high-quality service; and
- making sure that we work in partnership with parents.

The Annual General Meeting is open to the parents of all of the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

## Fees

The fees are currently £20.00 (April 2020) payable Monthly in advance. Should bank charges be incurred following a returned cheque we will invoice the signatory on the cheque for reimbursement of these charges. Fees must still be paid if children are absent without notice for a short period of time. If your child is absent over a long period of time, talk to the Administration Manager. No refunds are given for sessions missed due to illness or holidays, or if the Pre-School has to close due to adverse weather or under emergency conditions. There will be a fine added to your bill if fees are not received and daily interest. We charge a £35 administrative fee which is non-refundable. We do charge an additional cost for arts and crafts once your child is funded, this is a voluntary contribution but without this contribution we will have less resources for your child. You can opt out of this. This is shown on your invoice as provisions.

We are a non-profit making organisation and fees charged cover rent, wages, staff training, Insurances, and general administration costs etc. The toys and equipment are purchased from our Fundraising Account.

For your child to keep their place at the pre-school, you must pay the fees. We are in receipt of nursery education funding for three and four year olds; where funding is not received, then fees apply. Your child will receive the Free Early Education Entitlement Grant the term **after** their third birthday. This allows your child 15 hours of free early years education per week. A small charge will be made to

cover snack which is a voluntary contribution, however if you would prefer to provide your own snack you are welcome to do so. There is a small voluntary charge for arts and crafts, but you can opt out of this.

The fees are reviewed annually to allow us to budget for the next year. If there are any increases parents will be notified in writing with one month's notice.

## **Starting at our setting**

### Visits

Prior to your child starting Pre-School, we would encourage you to come along for at least one, preferably two visits as this helps your child become familiar with the setting, and usually helps them to settle better when they start. These visits are very important to all of us, and especially your child. It will also give you a chance to see how the Pre-School is run on a day-to-day basis so as to ensure it is the right group for your child and gives you a chance to meet your child's Key person. Staff are also able to get a little background information before your child starts. The visits are usually arranged once a place has been allocated. Please ensure all emergency contact numbers and paperwork is left with the staff before your child's first day. We cannot accept your child without these details.

### Dropping Off/Collection of Children

It is the parent's responsibility to deliver and collect their child to and from Pre-School. We ask that you arrive promptly. Should a problem occur, parents should inform the Preschool Manager on the Pre-School's –phone 01268 711271.

We have an 'Alternative Collection' form on the Parents Trolley each morning. Any alternative collector **must** be written on this form when the child is dropped off at Pre-School. We will not release your child to anyone else unless you have informed us, unless they have been named on your child's file as a nominated person to regularly collect your child. A password must be given on your child's registration form and any changes must be made in writing.

An emergency number is requested from you – but this is not an authorisation for your child to be taken home by anyone other than yourself/carer.

Please ensure you drive safely and slowly into the car park and leave the disabled parking space free for those who are registered to use it. Please also use designated parking spaces and do not park in front of the hall doors.

In the event of Dowsett Lane being closed or impassable, parents are advised to park at the Tennis Courts in Downham Road and walk through the fields to the hall.

### The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school. We recommend in the initial stages that your child brings something familiar with them to help them settle – a comfort toy for example. If your child has a dummy, we encourage the child to remove the dummy during the session.

### Clothing

We have a non-compulsory uniform, which you may purchase, which consists of a yellow Pre-School t-shirt and/or sweatshirt. We also have black Pre-School hats for the summer months. Order forms are available on the White trolley in reception or they can be asked for in the office.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this. We ask that your child wear clothing such as jogging bottoms, leggings or skirts to make toilet trips easier. Also, if required, could you please supply pull-ups/nappies and change of clothes in a named bag.

As the children participate in many activities that can from time to time be messy, we would advise that you do not send your child in their best clothes. Aprons are provided for messy tasks such as painting, and every care is taken with your child's clothes but it is almost inevitable that sometimes mishaps do happen. Please name all clothing. We cannot be held responsible for unnamed items of clothing going missing.

Footwear - We ask that you provide **soft** canvas shoes (plimsolls or Doodles are ideal), for your child to wear in the Pre-School. Boots are a hazard to the children when they are participating in physical activities. To reduce risk of injury, Crocs and sandals are not permitted. Welly boots are requested for the wetter months for outside play.

In the summer months please send your child with a hat and a t-shirt that covers the shoulders. We do not allow children to use our garden unless their shoulders are covered. Please would you also apply sunscreen before your child comes to Pre-School as our staff are not allowed to apply it. There are sun creams on the market that last up to ten hours.

We have adopted the *Sunsmart Protection Policy* as recommended by Cancer Research UK. This stipulates the following:

Stay in the shade 11-3

Make sure you never burn

Always cover up – wear a t-shirt (that covers shoulders), a hat (wide brimmed) and sunglasses

Remember children burn more easily

Then use factor 15+ sunscreen

## **Term Themes**

Along with your invoice for fees you will also be given a newsletter with a list of themes for the coming term. We like to encourage the children to bring in something for the interest box each week in connection with the theme, colour, letter or number. We do not encourage bringing in items such as knives, guns or action/fighting figures as it is felt that they are inappropriate for Pre-School, however, we do encourage lots of links with home, and children have the opportunity to bring in such things as a shoebox filled with themed items, participate in a bird feeder survey and take home seeds to nurture and bring back in to 'show and tell' and then plant in the allotment. Early scientific concepts are learnt through playing with sand and water trays, and in taking part in simple cooking and planting experiments.

Ramsden Pre-School is constantly aware that curriculum topics and their weekly sub-themes need to be suited to the ages and abilities of the children that attend. The setting also takes into account each child's Play Preferences when planning activities.

The Pre-Schools long-term objective is to provide each child with a safe, loving and caring environment and to encourage their development by offering stimulating activities whilst making the children more aware of the importance of caring for others.

Children have the opportunity to express themselves with a wide variety of play activities.

## **School Readiness**

The term before your child leaves PreSchool we run a Readiness for school session on a Friday Morning. These activities covered in this session are: sitting for extended periods, sitting with legs crossed and arms folded, trying to improve listening and concentration skills, learning to raise their hands when they want an adults attention, putting on/off coats and doing up zips, getting changed for PE, listening to a story and producing a piece of work which goes with the story (drawing/sticking), developing their Makaton signing skills. These tasks are very helpful in their transition to school. Some of these tasks are incorporated into other sessions at Pre-School.

We have a named school readiness Officer.

## **Emergency Medical Treatment**

In the unlikely event of an accident that requires emergency medical treatment the Pre-School is responsible for the child. Parents will be promptly informed of the situation as will the child's GP if necessary.

## **First Aid**

At least one member of staff at each session will be fully qualified in first aid. Any accident, however minor, will be entered into the accident book and you as a parent will be asked to sign it to verify you have been informed of the accident. All incidents/accidents are dealt with in a confidential manner.

Staff First Aid Certificates are renewed every three years, which enables staff to be kept informed of any changes and standards in practice. Please refer to the parent's notice board for the current list of First Aiders.

## **Illness**

It is the parent's responsibility to inform the pre-school immediately the child becomes ill to minimise the spread of any contagious diseases and the child should not return to Pre School until all symptoms are gone. Please call the pre-school to inform staff if your child will not be attending the pre-school due to illness. Children with a high fever, sickness and/or diarrhoea are advised to stay away for at least **48 hours** after the symptoms have disappeared. If a child becomes ill during a session you will be informed immediately so the child can be collected promptly. The child will be separated from the other children until collection should this be deemed necessary. It is for this reason that it is your responsibility to keep us informed of emergency contact numbers. We provide a folder on Childhood Illnesses for parents to refer to which is updated regularly. This can be found on the parents' trolley. A list of isolation periods relating to illness is on the parent's notice board in the small hall. If we are notified of a contagious or infectious illness we will display a notice in the foyer making everyone aware. We do not provide names of children who have the illness. This is kept strictly confidential.

If your child requires medication to be administered whilst at pre-school you must complete and sign a Medication Declaration Form. All medication including asthma pumps are put into a named plastic box and kept out of children's reach. If a child has asthma and requires a pump please ensure a pump is left at pre-school when the child attends as we cannot accept the child without it. Please speak to the Supervisor for more information.

If your child has an Epi Pen, we must have a letter from your Doctor confirming the reason for the Epi Pen and also a letter from yourself giving us authorisation to administer the Epi Pen should it be needed. Our Insurers will not provide cover without first having seen these documents.

Please ensure we have an up to date list of your child's immunisations.

**If your child has an accident prior to attending pre-school please inform a member of staff before leaving your child.**

### **Behaviour**

Ramsden Pre-School encourages the children to be courteous, caring and polite at all times. If a behaviour problem does arise we do not believe in punishing or humiliating the child. The staff will either guide the child to another area of play or discuss the problem with the child. If a serious behaviour problem occurs then the parent will be informed. We also have a set of Pre-School rules, which are regularly reinforced to all the children. We use visual laminated posters to remind children of acceptable behaviour e.g. kind hands.

We focus highly on a praise and reward system, and reward stickers are given for good behaviour, kind acts, enthusiasm and effort.

We have a named Behaviour Officer.

### **Fire Drill/Emergency Evacuation Procedure**

The fire drill is taught to the children. This drill is practiced regularly, and the procedure notice can be found on the Pre-School notice board in the main hall. Parents are notified when a fire drill has taken place and the time taken to complete the drill is displayed in the foyer. We use random evacuation exits so children are used to leaving by all Fire Exit doors. The Main Hall fire alarm is occasionally sounded to familiarise the children with its noise.

### **Health and Safety**

A daily risk assessment is carried out each morning as the Pre-School is set up. A major risk assessment is carried out on a termly basis. Please refer to notices on the Parents Notice Board and the Policies and Procedures for all other aspects of Health and Safety. A copy of the pre-school Policies and Procedures are available to view on the parent's information trolley and on our website.

We have a named Health and safety Officer.

### **Newsletter**

A newsletter is published every half term informing parents/carers of forthcoming events and any other relevant news or requests and encourage ideas and suggestions to be incorporated into the planning. An electronic version of the newsletter will be emailed, there will be paper copies on the Parents Trolley. If you wish to arrange advertising space or sponsor the newsletter, please also contact our Administrator.

### **"All About Me" Booklet**

Each child is issued with a booklet that the setting requests families complete and return during their induction visits or on their first day of attendance. This booklet gives the setting, and in particular their Key practitioner, valuable information on the child's, preferred comfort toys, things that worry them and personal hygiene abilities etc. Please let us know if your child has been referred to any professionals e.g. Speech Therapist, or has Glue Ear, etc, or if a close family member has Dyslexia etc. Any information regarding health should be shared with us.

## **Birthdays**

You are welcome to bring in a special treat for your child or treats (no lollies) for other attending children to celebrate your child's birthday. Your child will have a cake with candles on their birthday (or the nearest day that the child attends Pre-School) and will also receive a birthday card. Please do not bring in any treats that contain Nuts, as we are a 'Nut Free' pre-school.

## **Property Loss or Damage**

As a pre-school we cannot be held responsible to any loss of or damage to property or clothing however this occurs. Please ensure you name your entire child's clothing. If you order on-line through [www.easy2name.com](http://www.easy2name.com), pre-school will receive commission.

## **Outside Visits**

From time to time the staff take the children on outdoor visits for nature study etc. This is only done with the parent's written permission and our high adult/child ratio is always maintained. We also have a secure outdoor play area for the children to use, which we encourage in all weathers. We endeavour to arrange a pre-school trip at least once a year. Previous trips have been to, Hanningfield Nature Reserve, Civic Theatre.

## **Incoming Visits**

We regularly encourage visits to Pre-School to enhance your child's learning. We have previously arranged visits from an Owl Keeper, Guide Dog Handler, Hedgehog Rescue, Dog for the Deaf and handler, Fire Rescue Service, Yoga Instructor, Essex Wildlife Trust, Peppa Pig, Animal Workshop, Police Interceptor Car etc. When visits are arranged, we display a poster inviting all children to attend, even if it is not on their usual pre-school day.

Essex County Council Mobile Library Van visits fortnightly which enables the children to view / borrow books.

The Reception teacher and Head Teachers at Downham C of E School also visit the Pre-School to meet the children who will be attending Downham. If your child will not be attending Downham School please inform the Supervisor so that she can invite the Reception Teacher of your chosen school to come and visit.

## **Events**

- Concerts - We hold an Easter, summer and a Christmas concert every year. All the children are encouraged to take part and all parents are invited to watch the performance.
- Christmas Fayre – Santa comes to visit our Christmas Fayre.
- Easter egg hunt
- Parties for the children
- Fundraising events – Bingo, quiz nights and much more
- External Trips

## **Complaints Procedure**

### **Policy Procedure and Finance concerns**

These should be directed to the Administration Manager who may consult the Chair when necessary.

## **Other Concerns**

The Pre-School Manager has overall responsibility for the day-to-day care each child receives. If a parent has any concerns, they should first discuss this with their Key Person. They may involve the Pre-School manager if they feel this is necessary.

If the matter cannot be resolved, a parent should formally make the complaint in writing to the Chair of the Pre-School Management Committee.

Full details of our Complaints Procedure can be found in the Policies and Procedures manual, and on the Parent's Information Trolley, which can be located in the foyer.

## **Contacts at Pre-School**

The committee employs an Administration Manager to deal with the administration, legal and financial day-to-day running of the Pre-School. The administration manager and Pre-School Manager are the main contact of the Pre-School and any problems or queries should be passed to them to deal with. They can be contacted on 01268 711271 during session times.

You may also email the Pre-School at [info@ramsdenpreschool.net](mailto:info@ramsdenpreschool.net)

For any other information you require please feel free to speak to the Preschool Manager or the Administration Manager who will be happy to answer any questions you may have.

We hope that you and your child enjoy being members of our pre-school and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

## **The management of our pre-school**

A parent management committee - whose members are elected by the parents of the children who attend the pre-school - manages the setting. The elections take place at our Annual General Meeting in October. The committee is responsible for:

- managing the pre-school's finances;
- employing and managing the staff;
- making sure that the pre-school has, and works to, policies that help it to provide a high quality service; and
- Making sure that the pre-school works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend the pre-school. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

## **Committee and Fund raising**

The committee is a group of people who ensure that the preschool fulfils all its legal obligations and operates efficiently and according to their constitution. The committee can vary in size but needs to have enough members to carry out necessary tasks 60% of the committee should be parents.

The committee try to meet once a month but need to meet no less than six times a year, and a AGM is organised once a year.

The committee has the power to create and adapt aims and objectives for the preschool, and to make policy decision designed to assist with achieving these aims. If the aims and objective have already been established, then each committee members must know what they are understand and what they mean.

The committee members work with the supervisor and session manager to develop a good working relationship to ensure that the legal requirements and childcare arrangements have suitable aims and objectives.

The committee is responsibility for recruitment, staff training, development, paying salaries, manging contracts of employments and fundraising.

The committee can delegate certain responsibilities to staff and should allow them to undertake these delegated duties without over interference. However, it is the responsibility of the committee to support, guide and lead the staff team.

The Committee creates fair personnel and employment policies that meet legal requirement; these protect the organisation and those that work within it. The committee is responsible for monitoring activities to ensure that policies reflect practice.

Productive meetings are held where organisational issue are dealt with efficiently. Committee also carry out regular appraisals, self-assessments and development plans.

The committee has a core group of people who have specific roles and responsibilities in addition to those of a general committee member.

- Chairperson
- Vice Chair
- Staffing Sub Committee
- Secretary
- Treasurer

### **The Role of the Chair**

- The public face of the committee. The Chair is expected to represent the group in an official capacity at public events and open meetings.
- Chair all committee meetings and ensure that these meetings run effectively.
- Ensures that the committee operates to its constitution and holds the correct number of meetings a year.
- That decisions are voted on by a quorum of members, either for or against a proposal
- Organise an AGM annually.
- Responsibility for staff line management, of which some may be delegated to the supervisor and session manager.
- Responsible for any appeal process from HR meetings
- Support the Staffing sub-Chair, treasurer and secretary and oversee that they are managing their roles and responsibilities.
- Make quick decisions in the event of a crisis. Trying to canvass the opinion of as many of the committee as reasonably possible before making a decision if it is essential that a decision be made before the next committee meeting.
- Act democratically and not as a dictator.
- Attend the Village hall committee meetings to represent the preschool as one of their main hirers.

### **Role of Vice Chair**

- Holds the monthly meetings when the chair is absent.
- Support the chair in the roles above and steps in as chair when required.
-

### **Role of the Staffing Sub-committee Chair**

- Responsible for staffing HR Queries
- Arranging adverts, interviews and employment for vacancies
- Contract of employment and changes made.
- Yearly appraisals for all staff and management.

### **Role of the Treasurer**

- Responsible for reporting to the committee all matters to do with the groups finances.
- Manage the group's bank account in consultation with the rest of the committee and sign cheques on behalf of the group, as one of two signatories.
- Present a financial report to each committee meeting.
- Pay staff wages and volunteer expenses.
- Arrange for annual independent examination of accounts prior to AGM
- Give an annual financial report at the AGM

### **Role of the Secretary**

- Prepare agenda for meetings (in consultation with the Chair) and circulate to committee members
- Attend meetings and take minutes
- Inform committee of dates and times of meetings
- Inform everyone of dates and times of open and annual meetings
- Arrange the venue for meetings
- Co-ordinate circulation of relevant documents to committee members

### **Fundraising**

As the preschool is a registered charity all of the children's fees are allocated to the staff wages, training and all of the rents, rates and running costs.

NO fee income is spent on children's equipment, therefore every pen, paper, car, climbing frame and learning tool assessable to the children has to be raised by the committee by means of fundraising, we do this with summer fetes, curry nights, Christmas Bazaars etc. We also hold 3 non-profit making parties for the children to enjoy each year – Christmas, Halloween and Summer end of year.

The Committee pride themselves on being able to provide the best equipment possible for the children. However resources are constantly in need of replenish and replacement. It is imperative to the preschool that we continue to fundraise, for this we need parents help and support, which in recent years has become less and less. Please see the attached survey to help us continue to raise funds to ensure the pre-schoolers have the best preschool learning journey possible.

If you wish to have an impact in your child's journey, please come along to our next committee meeting or see a member of the committee or staff. We are in a wonderful position where we can impact on our children's time at preschool. Make the most of that!

**WITHOUT THE MANAGEMENT COMMITTEE THERE WILL BE NO PRESCHOOL**

Legally the preschool need to have the committee as a board of directors/ trustees to open its doors

**WITHOUT FUNDRAISING THERE WILL BE NO RESOURCES FOR THE CHILDREN TO ACCESS**

Legally we are not allowed to spend fees on resources, it has to be donated/ raised.