



Registered Charity Number

1034971

Titchmarsh Pre-School Guide

(Revised May 2006)

Titchmarsh Pre-School
The Club Room, High Street, Titchmarsh
Kettering, Northants NN14 3DF
Mobile: 07879 072796 (*session times only*)
Registrations Secretary 01832 735622

Enclosed is a copy of our new pre-school guide. This is issued to all new starters when they request a registration form.

We have extended our original prospectus to provide more information and all relevant contact numbers. Our aim is to provide parents with a document that they can keep and use as a point of reference throughout their child's time with our pre-school.

Titchmarsh Pre-school is a registered charity and therefore relies on fundraising. As a member of the Pre-school, you will be asked to help with these fundraising events. You may also volunteer to join the Committee and get more involved with your child's Pre-school. Please see a member of staff if you would like to help.

WHERE TO FIND US





REGISTRATION FORM

Full Name of Child: _____

Likes to be known as: _____ Date of Birth: _____

Parent's Names (First & Surnames please) _____

Do all Parents have "Parental Responsibility"? _____

Address _____

_____ Post Code _____

Telephone No: _____ Mobile No: _____

E Mail Address _____ 2nd Contact Name: _____Relationship to child _____ 2nd Contact Tel. No: _____

Religion: _____ Language: _____

Racial Origin: _____ *Please note that Racial Origin must be recorded as follows: UK European, African, Afro-Caribbean, Other European, Chinese, Vietnamese, Mixed Parentage, Other*

Doctor's Name: _____ Tel. No: _____

Surgery Address: _____

Health Visitor: _____ Tel. No _____

Any other outside agencies involved with your child: _____

Has your child been vaccinated against: -

Polio	YES/NO	Whooping Cough	YES/NO	Rubella	YES/NO
Diphtheria	YES/NO	Measles	YES/NO	Meningitis C	YES/NO
Tetanus	YES/NO	Mumps	YES/NO		

Please sign to give permission for the use of plasters if the need arises? _____

Other known allergies (e.g. Dairy/Wheat/Nut Intolerance): _____

Health Conditions: _____

Special Dietary Needs: _____

I am aware that a Registration fee of £12.00 is payable on completion of this form and that the fee per session is currently £6.00 Monday to Friday except £8.40 on Wednesday and that if my child does not attend for any reason I am still obliged to pay.

Please indicate (by ticking under the appropriate days) which days your child will attend.

Monday	Tuesday	Wednesday	Thursday (am)	Thursday (pm)	Friday
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Session times are 9.15am to 12.45pm on Wednesday, 9.15am to 11.45am Monday, Tuesday, Thursday and Friday and the Thursday afternoon session times are 12.15pm to 2.45pm. (Please note that this session requires a packed lunch).

I would like my child to start on: _____ Where did you hear about us? _____

Signed: _____ Print: _____ Date: _____

CONSENT FORM

CONSENT 1: VILLAGE OUTINGS

I _____ (parent/guardian) hereby give my consent for _____ to leave the boundary of the Pre-School accompanied by a member of Pre-School staff to take part in nature walks in the village locality. Please note that Staff: child ratio will be 1:2.

Signed: _____ Print: _____ Date: _____

CONSENT 2: PHOTOGRAPHS

I have no objection to Titchmarsh ABC Pre-School staff taking photographs of my child whilst they are at Pre-School or on outings associated with the Pre-School. I understand that these photographs may be on public display.

Signed: _____ Print: _____ Date: _____

Child's Name: _____

CONSENT 3: EMERGENCY TREATMENT

I authorise the organiser to act on my behalf in an emergency and to sign on my behalf any consent forms required by medical authorities, if they know that it would not be advisable to wait for my own signature.

Please note:

- 1. The authorizing signatory for the above consent must have legal "parental responsibility". Thus, if the parents are unmarried, only the mother of the child has legal "parental responsibility" in these circumstances.*
- 2. Every attempt will be made to contact the parents/guardians or the given emergency contact.*

Signed: _____ Print: _____ Date: _____

CONSENT 4: OBSERVATION WORK

I _____ (parent/guardian) give my consent for observation and assessment work to be undertaken in relation to my child _____ to monitor their progress in Pre-School and to allow the development of their individual Play Plan. I understand that this work will be carried out by my child's allocated Key Worker and/or the Supervisor, and will be discussed with myself at regular intervals.

Signed: _____ Print: _____ Date: _____

UNIFORM ORDER FORM

Please note that it is not essential for children to wear Pre-School Sweatshirts or T-Shirts, but it does promote a sense of belonging for the child. We do have a number of pre-owned clothing available at reduced rates if required.

Please state the number of Sweatshirts you require (£7.50 each):

2 years	3 – 4 years	5 – 6 years	
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Please state the number of T. Shirts you require (£3.75 each):

2 years	3 – 4 years	5 – 6 years	
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Legionnaire's Hat (£2.50 each)

Hat	
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I enclose a cheque/cash for the total of £ _____
Please make cheques payable to Titchmarsh Pre-School

Child's Name: _____

Signed: _____ Print: _____ Date: _____

Dear Parent,

Welcome to Titchmarsh Pre-school. We are a voluntary organisation which was first established in 1985.

Situated on the High Street of Titchmarsh village, it is a community pre-school, which is affiliated to the Pre-school Learning Alliance and the Early Years Childcare and Development Partnership (EYCDP). We comply with Ofsted standards and in October 2004 we underwent an Ofsted inspection when our standards of provision were rated as very good. For a copy of the report, please see the website, www.ofsted.gov.uk

We have children from Titchmarsh and the surrounding towns and villages including Thrapston, Clopton, Lowick and Raunds. Many of the children go on to Titchmarsh CofE Primary School and we maintain a strong link with the school, especially for the rising 5's in their final term with us.

We provide a safe and stimulating environment in which children are encouraged to learn through play. Achieving this involves everyone, the children, the staff and their supporting Committee team, and of course you, the parents.

A development in the OFSTED requirements means that we have adopted an individual curriculum for each child. Observations are then carried out to monitor each child's progress in relation to the curriculum. This process forms part of the Foundation stage of a child's development. The Supervisor, or your child's allocated Key Worker are the main points of contact at pre-school in relation to your child's development and time with us.

Later on in the academic year, your key worker will arrange to meet with you during a convenient session time, to discuss your child's progress and to share the information resulting from the observation process. Please do not feel however that you have to wait until this arrangement is made. You can see your child's Key worker and/or the Supervisor at the start of any session.

Everyone is welcome at our Pre-school and we hope that you and your child will enjoy your time with us.

The Staff & Committee
Titchmarsh Pre-school

INTRODUCTION

Titchmarsh Pre-school caters for children from 2 years 6 months to school age. Currently we can host a maximum of 26 children at each session.

Our aims are:

- to enhance the development and education of children in a parent-involved community based group.
- to provide a safe, secure and stimulating environment.
- to help your child to prepare for their entry to school
- to work within a framework which ensures equality of opportunity for all children and families.

We will offer your child:

- a specially tailored curriculum leading to the early learning goals (*Ref "Foundation Stage"*)
- individual care and attention by ensuring a high ratio of adults to children.
- an environment where learning is fun and children feel able to forge new relationships and explore the boundaries of their knowledge.
- the support of a personal "key worker" who will monitor and report on your child's progress (*Reference: Resources Policy - Sheet 4*)
- opportunities for their family to be directly involved in the activities of the pre-school

The pre-school complies with all the standards laid down by OFSTED.

The building in which we are located is overseen by the Titchmarsh Club Room Committee who ensure that the requirements of the Health & Safety Officer and the Fire Authority are complied with.

This guide provides all the essential information that parents & carers may need when their child is due to join the pre-school. The management and operation of the pre-school is governed by the statutory requirements and a set of policies that have been developed and agreed by the pre-school staff and committee. Many of these are referred to, or extracts are taken from them for inclusion in this guide. A full list of the policies and the relevant sheet numbers can be found on the last page.

If you would like a copy of any specific policy please contact our Supervisor or the Chairperson.

PARENTAL INVOLVEMENT

Parents are the first and most important educators of their young children. As a pre-school we aim to support parents in this role. Parents are welcomed:

- to sit in on sessions if they wish to
- to liaise with our Supervisor, their child's key-worker and Chair of the Committee
- to assist with fund raising
- to take part in the management of the pre-school, contributing through the Committee meetings. New Committee members are always very welcome. The AGM is held during the Autumn term at which new members are elected. Dates for meetings are posted in advance on the entrance area notice board.

Communications with parents take various forms, via notices on the notice board located in the entrance to the Club Room, through a Pre-school Newsletter and via direct mailings where appropriate. A book bag system is in operation, which has been introduced to help with the distribution of information and communications with parents.

FEES (effective from Autumn Term 2006)

- Registration £12.00
(Payable on submission of registration form, one off charge)
- Session Fees £6.00 (per 2.5 hour session)
(Wednesday sessions, which are 3.5 hours long, are charged at £8.40 per session)

Payment Arrangements

Each term a "Statement of Account" is issued directly to parents. This details the number of sessions booked for the term and the total cost, enabling parents to check that the information is correct. Payment can be made in cash or by cheque.

We request that parents ensure that their account is settled promptly. Payment for sessions must be made even if your child cannot attend for any reason, i.e. sickness, holiday.

Cheques should be made payable to:

TITCHMARSH PRE-SCHOOL

Payments can be handed to the Treasurer or placed in the "Treasurers Box", a purple box that can be found in the kitchen area during session times. If you wish to pay in monthly or weekly instalments, please speak to the Treasurer.

NURSERY GRANTS

Titchmarsh Pre-school being an OFSTED registered provider is able to provide places for children who can receive the nursery grant funding.

The application for the nursery grant is submitted at the beginning of each term and applies for the full term. Our Registrations Secretary, who will issue the relevant claim forms to parents in advance of the County Council submission date, administers the system. If you have any questions in relation to this subject please speak to the Registrations Secretary.

OPENING TIMES (Term time only)

Wednesday	09.15a.m. - 12.45a.m.
Monday, Tuesday, Thursday and Friday	09.15a.m. - 11.45a.m.

Thursday afternoon (only) 12.15 - 2.45p.m.

All children attending this session should bring a packed lunch.

This session usually begins in January and is particularly suitable for children due to start school that year.

PERIOD OF NOTICE

We request that parents give seven days notice, in writing, of your child finishing at Pre-school.

If, for reasons of holiday, sickness or medical treatment, your child will have a prolonged period of absence, please inform the Supervisor as soon as possible prior to the event.

STARTING PRE-SCHOOL - SETTLING IN

We want children to feel safe and happy in the absence of their parents. We also want parents to feel welcome and involved from the beginning of their relationship with us. Children cannot play or learn successfully if they are anxious. Our settling in process aims to help parents and their children to feel comfortable in the pre-school environment and to ensure that children can benefit fully from what the pre-school has to offer.

A vital part of this process is the exchange of information, initially via a child's registration form and this guide. We will always endeavour to ensure that:

- parents have plenty of opportunities to talk to the Supervisor during this early stage
- parents are able to attend a number of sessions with their child prior to their start date. (non-chargeable). *Reference: Settling in Pre-school - Sheet 2*

CURRICULUM

Within the pre-school, all children are supported in developing their potential at their own pace. Titchmarsh Pre-school uses a “key-worker” system, which enables us to plan a curriculum tailored to the needs of each individual child.

By using developmentally appropriate play activities and a high level of individual adult input, we can offer a curriculum, which enables children to progress towards the Early Learning Goals throughout the Foundation Stage, and prepares them for the National Curriculum, which begins at Year 1 in Primary school.

The Foundation Stage begins at the age of 3 years and continues through to end of their Reception year. There are six Early Learning Goals defined within this stage.

- Communication, language and literacy
- Personal, social and emotional development
- Mathematics
- Knowledge and understanding of the world
- Physical development
- Creative development

The activities that children undertake probably won't feel like learning - most children see it as just fun and play, but as they get to grips with speaking and listening, singing and dance, stories and imagination, counting and the early stages of writing, they will be gaining all of the basic skills that will get them off to a flying start.

Parents are able to view their child's details and developmental assessment folder at any time, and they should feel free to discuss their child's progress with both the Supervisor and their key worker.

At the end of a child's time with Titchmarsh Pre-school, a transition document which summarises the child's progress is sent to their next setting – whether that is another Pre-school/Nursery or Reception class at school. *Reference: Curriculum Notes - Sheet 3*

A TYPICAL SESSION

9.15am: The doors from the hall to the lobby are opened and a member of staff welcomes children and parents. As children enter the hall, they are marked in the register. They then walk to the table where they collect their name and put it on the Humpty Dumpty in the book corner under their photo. Children sit on chairs or cushions in the book corner where there is a member of staff who greets them. The children, who have bought something from home, show it to the group in turn. The staff in the book corner (with the children's help) count how many children there are that day and this number is checked with the register.

9.25am: Free play. There are a variety of activities on offer for the children to choose from, which will include large and small physical activities, craft, messy play, track etc. Staff play with the children and encourage them by talking with them and praising them. At each session there is at least one adult led activity. Staff will be aware of the key children being observed that week and any targets, but will make observations on all children as they play with them.

10.30am: Snack time. At an appropriate time, the table(s) to be used for snack is cleared and the children line up to wash their hands. They then collect their mat, by recognising their name, or picture, and take a seat at the table. Children are encouraged to pour their own drinks and serve their own food, but are helped by a member of staff sitting at the table if needed. Good table manners are encouraged and snack is seen as a social event where children and staff can talk together in a group situation

10.50am: Free play. If it has been noticed that the children are not interested in a certain activity or a child has asked for a particular activity, then during snack time an activity might be changed or added to the room. As before staff play with the children, observing and recording their achievements. Sometimes an area of the room will be cleared to enable us to do a large group activity, such as parachute play or music and movement.

11.30am: Children are asked to sit in the book corner and the whole group have a story and song session. (If a child finds it hard to settle in a large group situation, even with adult support, then we will have smaller story sessions during the morning at a time the child is ready.) Book bags with the children's pictures etc are handed out. A member of staff opens the lobby doors, greets the parents and calls the children one at a time to their parent. The member of staff marks them out of the register as they leave.

Our Wednesday session is for 3½ hours and finishes at 12:45pm. Because of this we have snack at the slightly later time of 11am.

Our Thursday afternoon session has a slightly different routine as detailed below. Please note that although this session is open to all children, it is particularly appropriate for the children who are due to start school that year, and the activities will reflect this.

12.15pm: The doors from the hall into the lobby are opened and parents and children are welcomed. As children enter the hall, they are marked in the register. They place their lunchboxes onto the table (table 1 on floor plan) and after placing their name on Humpty Dumpty they sit in the book corner. Show and tell takes place as in the morning.

12.25pm: Once the doors have been closed and locked, the children line up to wash their hands and sit at the table to eat their lunch together. As with snack time the children are encouraged to be independent. When a child has finished their lunch, they put any rubbish into the bin provided and close up their lunch box.

12.50pm: As the children finish their lunch they leave the table for free play. When all lunches are finished, the table is cleaned and an activity is put onto the table.

2.30pm: As in the morning, the session finishes with a group story and song time and the children are handed their book bags.

12.45pm: The doors are opened and parents are welcomed. Children are called as their parents arrive and they are marked out of the register.

SNACK TIME

Details of snack time are given on the previous page, however, in addition if your child is celebrating a birthday and you would like to send in a cake or treat for snack time, please speak to the Supervisor to make the necessary arrangements.

Drinking water is available at all times.

*Reference: Health & Hygiene Policy - Sheet 10
Diet Policy - Sheet 7*

CLOTHING & PERSONAL POSSESSIONS

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washed or not too new.

The pre-school has available for purchase, sweatshirts and tee shirts displaying our name and logo. We do not insist that children wear a particular uniform, but the clothing is very practical and smart, and helps to engender a sense of belonging.

Pre-school Clothing:

Sweatshirts	£7.50 each
Tee shirts	£3.75 each
Sun Hats	£2.50 each

All clothing is available from our Registrations Secretary. Please provide a spare set of clothes for your child which can be hung on their peg. Please ensure that clothing is name labelled to avoid items being lost or mistaken.

Children should wear shoes or trainers suitable for outdoor play and for use on the climbing frame and other similar equipment. Your child will not be allowed to use certain equipment if they do not wear suitable footwear as stated in our Health and Safety policy.

Personal Possessions

We encourage the children to bring a show and tell item in to Pre-school, which reflects our theme for the week. The theme will be detailed on a sheet pinned to the entrance door each day, and the planned themes for each term are detailed on the entrance area notice board.

We always endeavour to ensure that the correct item goes home with its owner, but sometimes items can be mislaid so please do not let your child bring in anything valuable or precious. It helps us if parents can remember to collect the item as well as their child at the end of the session.

ILLNESS

Parents are asked to keep their child at home if they have any infection, and to inform the pre-school as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make informed observations of any child who seems unwell.

Please allow 24 hours to elapse before returning to pre-school with a child who has been vomiting or had diarrhoea. *Reference: Health & Hygiene Policy - Sheet 10*

HYGIENE

The staff of the pre-school ensure that the children observe the following good practices:

- 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 the soiled tissues hygienically

MEDICAL ATTENTION

There is always at least one qualified First Aider on the premises. The pre-school ensures that the first aid equipment is kept clean, replenished and replaced as necessary. Cuts and open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

If your child is allergic to plasters please ensure that this is noted on their registration form.

There are strict guidelines for the administering of medicines to children whilst in the care of the pre-school. Please see the relevant policy sheet for further details. *Reference: Health & Hygiene Policy - Sheet 10*

SMOKING

The pre-school applies a strict no smoking policy for the whole of the premises and our equipment storage.

SECURITY

The security and safety of young children is of paramount importance. In order to ensure this the pre-school operates certain procedures.

We recognise that there are occasions when the usual member of the family/parent who collects their child from pre-school is unable to do so, and other arrangements need to be made. We request that when there is a change to the usual arrangements, parents:

- make a signed note in the “Collections Book” which is located in the entrance area of the Club Room.
- speak in advance to the Supervisor to make her aware of the change.
- telephone if seriously delayed.

If you are seriously delayed on your way to collecting your child, please contact the Supervisor to advise her of the potential delay and to agree collection arrangements. The Pre-school mobile number can be found on the inside back page of this guide and is on the key ring supplied when your child starts Pre-school.

The Pre-school reserves the right to refuse the “release” of a child in to the care of an adult unknown to the group, if they are in any doubt of the parents’ intended arrangements. We will make every effort to contact the parents or the emergency contact, to clarify the arrangements.

VISITORS

Where possible all visitors to the Pre-school are asked to arrange a date and time in advance. Thus we can ensure that the necessary supervision of the visitor is available. Occasionally, we are visited unexpectedly, sometimes by OFSTED or the EYCDP. Parents can be assured that all visitors are adequately supervised by a member of staff, and not at any time left unaccompanied.

The Pre-school reserves the right to refuse entry to the premises if we consider that the timing of the visit is inappropriate or the necessary supervision of the visitor can not be achieved.

All visitors must sign the Visitors Book upon arrival and again when they depart.

PARENTAL RESPONSIBILITY

Our registration form asks parents to state whether one or both parents/carers have parental responsibility for their child. This information could be vital in emergency circumstances when permission for treatment is required and the Pre-school is trying to make contact with the parents and time is of the essence.

CONFIDENTIALITY

The pre-school's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- parents will have ready access to the files and records of their own child(ren), but will not have access to information about any other child.
- staff will not discuss individual children other than for the purposes of curriculum planning or group management, with people other than the parents or carers of that child.
- information given by parents or carers to the Supervisor or key worker will not be passed on to other adults without permission.
- any anxieties or evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the Supervisor, the child's key worker and the Chairperson.

*Reference: Confidentiality Policy - Sheet 14
Child Protection - Sheet 12*

TRIPS OFF SITE

The pre-school arranges a number of off-site trips during the year. We try to publish an advance list of these trips to help parents plan. The majority of the trips are "parent accompanied". This is usually advised on an event basis.

For the off-site trips when parents or carers are not expected to be present, usually the nature tour of Titchmarsh playing fields and village walks, the pre-school uses a ratio of 2 children to 1 adult.

Reference: Safety Policy - Sheet 11

STAFF & MANAGEMENT STRUCTURE

Supervisor:	N.V.Q Level III
Deputy Supervisor:	Diploma in Pre-School Practice SENCO
Assistants:	Karen Cornwell - IPP Hayley Wood - NNEB Emma Cooper Elaine Beverly

QUALIFIED IN PAEDIATRIC FIRST AID

The Supervisor
The Deputy Supervisor
Karen Cornwell
Hayley Wood
Emma Cooper
Elaine Beverly

COMMITTEE

Committee Chairperson	Liz Rouwenhorst
Committee Contact / Vice Chair	Nic Forster
Treasurer	Kate Eve
Secretary	Jan Murray
Registrations Secretary	Rachel Hamilton-Charlton
Committee Members	Lucy Milner (Newsletter) Sarah Greaves (Fundraising) Kelly Wickes (Fundraising) Louise Brown Libby Bowness

EQUAL OPPORTUNITIES

The Titchmarsh Pre-school is committed to providing equal opportunities for all children and families regardless of their beliefs, religion, race, gender or ability. All will have an equal chance to contribute. *Reference: Equal Opportunities Policy - Sheet 15*

SPECIAL EDUCATIONAL NEEDS

Our pre-school aims to have regard to the DfEE Code of Practice on special educational needs and also to the guidelines supplied to voluntary providers of pre-school education. In recognition of this we will provide appropriate learning opportunities, for all children, regardless of any disability or medical condition that they have.

In line with this, two members of our staff have undertaken specialist training which equips them to assess and work with children with special educational needs. If the pre-school feels that we do not have the appropriate resources to meet a child's needs, we will seek grant funding/training to assist.

Our co-ordinators for this area of pre-school practice are the Supervisor and the Deputy Supervisor. *Reference: Special Needs Policy - Sheet 9*

If you have any comments about this guide do please let us know. We hope that you will keep this guide as a point of reference throughout your child's time at our pre-school. Also, please look on our notice board in the entrance area. There you will find further information about our staff, the current Committee, future events and much more.

If you have any questions or requests for further clarification please feel free to contact our Supervisor, or a Committee member. All contact numbers are detailed on the back page.

Should you wish to register your child with Titchmarsh Pre-School, please complete the enclosed Registration Form and Consent Form and return them with payment of the Registration Fee to the Registrations Secretary.

A uniform order form is enclosed should you wish to purchase, please return to the Registration Secretary.

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CONTACTS

Pre-school Mobile:	07879 072796
Supervisor:	07790 090603
Committee Chair	Liz Rouwenhorst 01832 730489
Committee Contact / Vice Chair:	Nic Forster
Treasurer:	Kate Eve 01832 720272
Secretary:	Jan Murray
Registrations:	Rachel Hamilton-Charlton 01832 735622

Titchmarsh



Pre-school