



Pre-School Prospectus

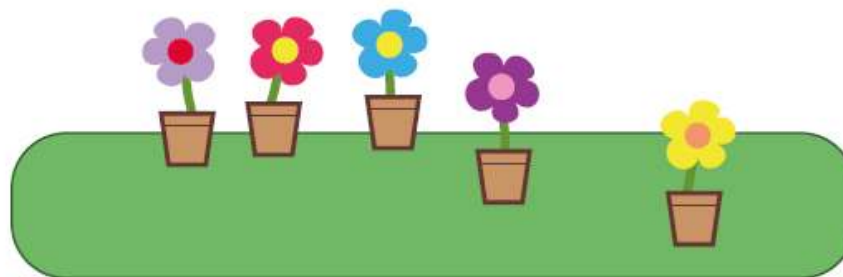
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Welcome to Forest Row Community Pre-School

This booklet provides parents and carers with information about our pre-school and tries to foresee questions which may arise during your child's time with us. However, if any your questions remain unanswered please do not hesitate to contact us.

Our pre-school was started in September 1970 and has grown in size over the years. We now take a maximum of 24 children in each session. Our pre-school offers children the opportunity to learn through play in a safe, secure and happy environment. Through both structured and unstructured play we aim to help and encourage your child to develop socially, emotionally and physically.

We hope that both you and your child will enjoy a rewarding and fun-filled time with us.



Your Role as a Parent

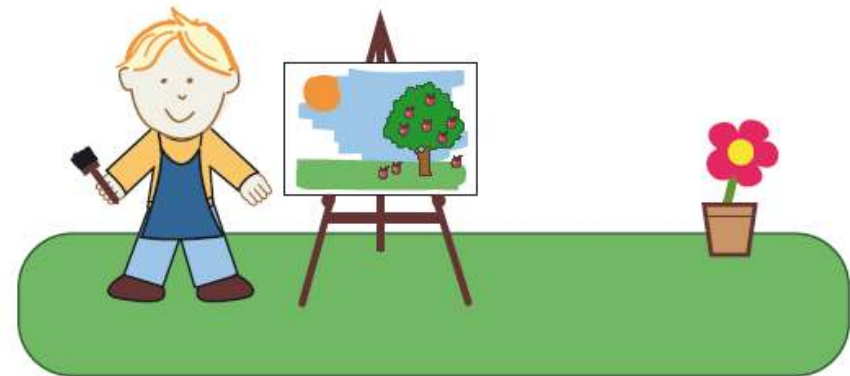
By choosing to send your child to Forest Row Community Pre-school you are also volunteering to be involved and help run the pre-school.

In 1998 we as parents became responsible for the management of pre-school, making us a non-profit making registered charity. This ensures that major decision-making is in the hands of the parents and enables our staff to concentrate on the preparation and supervision of the sessions.

The management committee is elected at the **Annual General Meeting** held in June to which all parents are expected to attend.

The committee is responsible for the financial running of pre-school, reviewing of policies and practice and the employment and appraisal of staff members. The committee is also responsible for fundraising activities. Committee meetings are held once every half term and are also fun social occasions so please join if you can.

If you feel you are unable to join our committee, opportunities are available for you to help in other ways. You may wish to volunteer to help with an every-day task, such as making playdough or washing dressing-up clothes. Any bit of help you can give will make a vital contribution to your child's pre-school years.



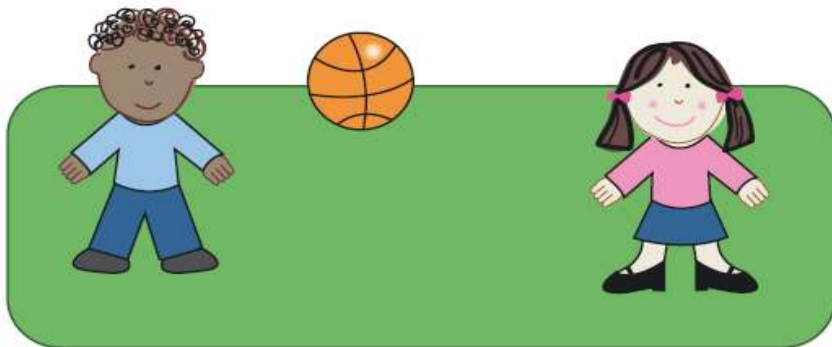
Fundraising

Fundraising is essential if we are to buy new or replace worn out equipment. All parents are asked to help with fundraising events which are held throughout the pre-school year. In the past such events have included the Xmas Hamper Raffle, the Pop Quiz, the Penny Trail, Auction of Promises and manning Stalls at local Fetes and Fairs. Commission based fundraising has also proved successful, in September a photographer visits pre-school and we receive a percentage of the proceeds. Likewise, we offer you the opportunity to buy clothing name tapes, which are essential for children starting school and again the commission from these sales goes to pre-school.

If you have any ideas for fundraising, please let the chair know.

Regulation

Pre-school is regularly inspected by OfSTED, who ensure that we comply with their National Standards. A copy of the most recent report can be found in the Parent Information Folder or on the OfSTED website. All staff and committee members are OfSTED approved. We are members of the Pre-School Learning Alliance (PLA) and work with the Early Years Development and Childcare Partnership (EYDCP), which exist to give help and advice, support and training to staff and parents alike in Pre-Schools around the country.



Policies

Forest Row Community Pre-school has adopted policies on:

1. Health and Safety
2. Guidelines for the Daily Routine of Children
3. Accidents and Emergencies
4. Emergency Evacuation
5. Behaviour
6. Child Protection
7. Equal Opportunities
8. Admissions
9. Non-Collection of Children
10. Lost Children
11. Children with Allergies
12. Children with Special Needs
13. Administration of Medicines
14. Confidentiality
15. Children of Staff
16. Complaints
17. Fees and Monies
18. Data Protection
19. Recruitment of Ex Offenders
20. Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

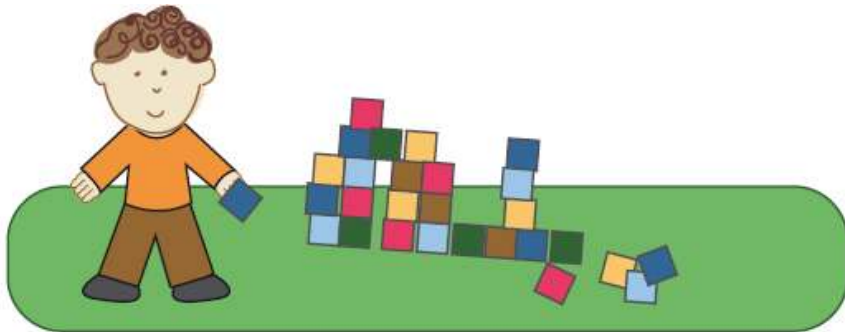
These policies can be found in the Parent Information Folder at pre-school and it is advisable that you take time to read them.

Fees and Early Years Education Entitlement

If your child is 3 years old or younger, you will receive a bill when you start pre-school. The fees are due on the first day of the half term that your child attends. Cheques should be made payable to 'Forest Row Community Pre-school', placed in a sealed envelope, printed with your child's name, and placed in the 'Black Post Box' found on the wall near the kitchen area inside pre-school.

If you find you are struggling to pay your fees, please talk to the Administrator, Chair or Supervisor as soon as possible so an appropriate solution can be discussed, otherwise action will be taken in accordance with the Fees and Monies Policy.

From the funding period after your child turns 3 (see dates displayed on the information board), your child will become eligible for **Early Years Education Entitlement from East Sussex County Council**. We will claim the Nursery Education Grant on your behalf, parents/carers are required to sign a declaration form which is issued to you at the beginning of each term. If you plan to take your child on holiday during term time you are required to declare this and will subsequently receive a bill for this period. Likewise, for instance, if your child is booked to attend 4 sessions a week but regularly only attends 3 of those, East Sussex County Council audit the register and will reclaim their funding which you are then liable to pay. The regulations set out by East Sussex County Council on claiming the Early Years Education Entitlement can be found in the Parent Information Folder. If you have any further questions, please do not hesitate to ask the pre-school administrator who will be able to help you.



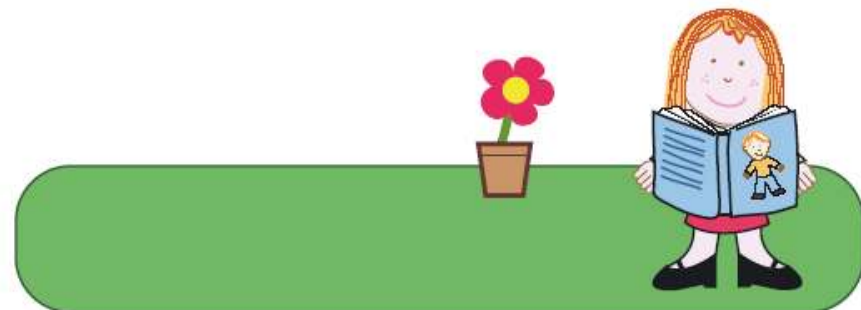
Opening Times

Forest Row Community Pre-school starts at 9.15am and finishes at 12.00pm Tuesday -Friday. On Monday morning the session starts at 9.00am and finishes at 11.45am. This is then followed by the Monday Afternoon session which is reserved for children starting school, the following September. This session starts at 12.30pm and finishes at 3.00pm. The Monday Afternoon session then becomes a **Rising 5's** session in the summer term which is more formal and helps prepare the children for their transition into school. Your child is asked to bring a packed lunch to each Rising 5's session. This teaches your child to eat quickly and unaided and in the event of a problem, they are taught how to put their hand up and ask for assistance from a dinner lady, as they would at school.

Please ensure that you are punctual when dropping off and picking up your child. Children can become unsettled and upset if they arrive late or if parents/carers are not on time to collect them.

The entrance door will be opened five minutes before the stated pre-school session times above. Please do not ring the bell if you are early, this is very disruptive to the setting up and running of the session.

If someone other than yourself is to pick up or drop off your child, **PLEASE** write down the details in the 'special arrangements for departures book' at pre-school. If for some reason you have been unable to do this in advance, **PLEASE** just make a quick telephone call to the pre-school on 01342 825265 to let the staff know. Please ensure your child is aware that someone different is collecting them.



Lunch Club

Forest Row Community Pre-school offers a lunch club every Tuesday & Friday. This runs directly after the pre-school session from 12.00pm -1.00pm. If you wish your child to attend please see the administrator. You will be billed for Lunch Club before each half term, these fees are not refundable or transferable. On the day your child attends lunch club please ensure you bring their packed lunch in a named container. Unfortunately, we are not equipped with sufficient space to keep the children's packed lunches refrigerated, however if you feel it is necessary, please provide an ice pack inside their lunch box to keep the food fresh.

Fruit Snack

Half way through the morning session we have a break known as 'snack time'. A carton of milk is provided by the pre-school for each child. If your child does not like milk we offer water as a substitute, or you can provide a different drink for them in a named cup. All parents are asked to provide a fresh fruit, dried fruit or vegetable snack for their child to eat at circle time, in a clearly named container. The fruit snack has proved successful since its introduction and is in line with the government's initiative to promote healthy eating. Free fruit is already provided for children of infant school age and we foresee this initiative being extended to children of pre-school age, eventually.



Starting Pre-School

On your child's first day at pre-school, if possible, please arrive fifteen minutes after the session has started. This way, you arrive to a quiet, settled group in which the children are already busy, enabling the staff to introduce themselves, the children and the activities to yourselves. Most children settle quite quickly but there are exceptions. Don't panic if your child needs more time, you are welcome to stay with your child until you and your child feel happy. We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new experiences enjoyed at pre-school.

Preceding your child starting pre-school, talk to them cheerfully and positively about the good things that will happen there. Some children have a comforter, by all means bring it along but please tell the staff so they can identify it when tidying up. If possible label it with your child's name.

When you decide to leave we ask that you make it clear to your child that you are leaving then say 'goodbye' and go ensuring a member of staff is aware of your intentions. Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents to help their children to feel comfortable and to benefit from what pre-school has to offer and be confident that their parents will return at the end of each session.



Keyworkers

Forest Row Community Pre-school follows the Early Years Foundation Stage. Although there is no formal teaching, a percentage of our play is structured. Your child will be allocated a keyworker whose aim is to help your child develop key skills in accordance with the curriculum. Your child's keyworker will introduce them self to you and ask for a small amount of your time to talk about skills your child already has and/or the progress your child has already made.

At the end of your child's time at pre-school a detailed record of your child's achievements will go with them to school. This record is an important aid, enabling your child's Reception Teacher to have an insight into their characters, abilities and understanding, especially when faced with up to 30 new faces each year.

Each Term parents will be expected to attend a consultation meeting with their child's keyworker. This is valuable to both parents and staff.

What to Wear

Your child will be exploring and experimenting with all types of materials, including messy ones. Aprons are supplied to provide some protection but we do not guarantee to send your child home spotless!

We advise you to send your child in older clothes that are easily washable and also practical for going to the toilet independently. We do have a supply of clothing in the event of your child having an accident, getting wet, etc. However, if you would prefer to provide your own change of clothes, then please do so.

When it is wet outside please ensure that your child has a named pair of Wellingtons to change into for outside play. In very hot weather please apply sun-cream before the session and provide a sun hat, again clearly named.

Each child has a peg with a photograph of themselves hung on it. Once their coat and bag have been hung on their peg, please help your child to take their photograph and hang it next to their names on the registration tree.

Illness, Medication & Accidents

Should your child contract an infectious disease, especially German Measles, please keep them at home and inform pre-school, so that we can warn other parents to be vigilant. **If your child has been vomiting or had diarrhoea they should not come to pre-school for at least 48 hours after the last attack.** These measures help to keep the spread of infections to a minimum and also help keep our staff healthy too!

Pre-school staff will not administer any medicines to children (most medication is not required more frequently than four hourly). In special cases where a child may require an emergency dose of a medicine such as an Epi-pen or Ventolin Inhaler, an exception may be made. A consent form will be provided, and carers must provide the named medication with clear written instructions for the supervisor to follow. Our core staff are trained to recognise symptoms of an allergic reaction and are able to administer an Epi-pen. In order to enable our staff to act appropriately in an emergency, a list of children's allergies and medical conditions, e.g. asthma or epilepsy, is kept on the premises.

If a child becomes ill at pre-school they will be comforted, separated from the group and supervised. A parent will be telephoned immediately.

Should your child have an accident at pre-school, however small, it will be entered into the accident book, which you are then required to sign, confirming that you have been informed. Likewise, if your child arrives at pre-school with a visible injury, this may also be recorded in the accident book and again you will be required to sign to verify that the injury did not occur at pre-school. These procedures are in accordance with child protection guidelines laid down by social services.

Your child's registration details are kept confidential but easily accessible to staff. In an emergency a member of staff will get your child's registration form which should contain all the relevant details to enable a doctor to treat your child safely. **Please remember to update the administrator of any important changes, this includes a change of doctor, address, contact number and medical requirements.**

Newsletter

Every half term you will receive a newsletter (via email if applicable) to keep you informed of forthcoming events, visits and outings. Please read these newsletters carefully, as this is how we communicate with you. Often this is the only reference you will have of a date, time and place of an event.

The notice board is our other means of communication with you, so please take time to glance at it for new information.

Registration

Should you wish your child to join Forest Row Community Pre-school please contact the administrator on 01342 825625. A registration pack will then be sent to you containing information on our current rates and session times.

Once you have completed and returned your registration forms & fee the administrator will contact you regarding the days on which you wish your child to attend.



A Poem to Remember

Haven't You Done Anything Today

Please do not expect too much of me,
I'm learning more than you can see,
Being simply here to enjoy and play,
Means much more to me than I can say.

Please do not fret at the end of the day
If I have nothing on display,
I really gain so much from play
Social skills and come what may.

So when I come home empty handed,
From such a busy day,
PLEASE don't say,
"Haven't you done anything today".

