

Pinewood

Family Group Pre-School



SCHOOL PROSPECTUS

Pinewood Family Group Preschool
c/o Pinewood Infant School | Pinewood Park,
Farnborough, Hampshire, GU14 9LE
Telephone: 01252 524068

Welcome

Dear Parents/Carers

We would like to welcome you to Pinewood Family Group Pre-School and thank you for expressing an interest in our pre-school. Pinewood Family Group Pre-School is situated within Pinewood Infant School and has been running successfully since 1983. The name was chosen to emphasise that all members of the family are welcome and all are encouraged to become involved; our ethos builds on establishing positive relationships with all members of the family.

We offer sessional and all day care for children from 2 years to school age. We have our own separate area within the school that provides a safe and stimulating environment that includes a secure garden with play area. In addition we have the benefit of enjoying many of the School's on site facilities, these include the library, woodland walk garden, the hall, drama room and playground area - these serve to add to the learning environment.

Our prospectus explains more about us and answers some of the questions you may have. You are always welcome to come and chat to us and see first-hand what we are able to offer at the setting. Please contact us to arrange a convenient time.

Yours sincerely,

Sharon Herbert
Pre-School Manager



Contents

Welcome	2
Contents	3
Location	4
Our aims	5
What parents like best about Pinewood Family Group Pre-School	6
Our staff	7
Working together for your children	8
Our sessions	9 - 10
Starting out and settling in	11
What to wear	12
What to bring	13
What to eat	13
Parents, Carers and Family members	14
The Early Years Foundation Stage	15
Your child's key person	16
The learning environment	17
Fees	18
Other information	19-20
Policies and procedures	21

Location

Address

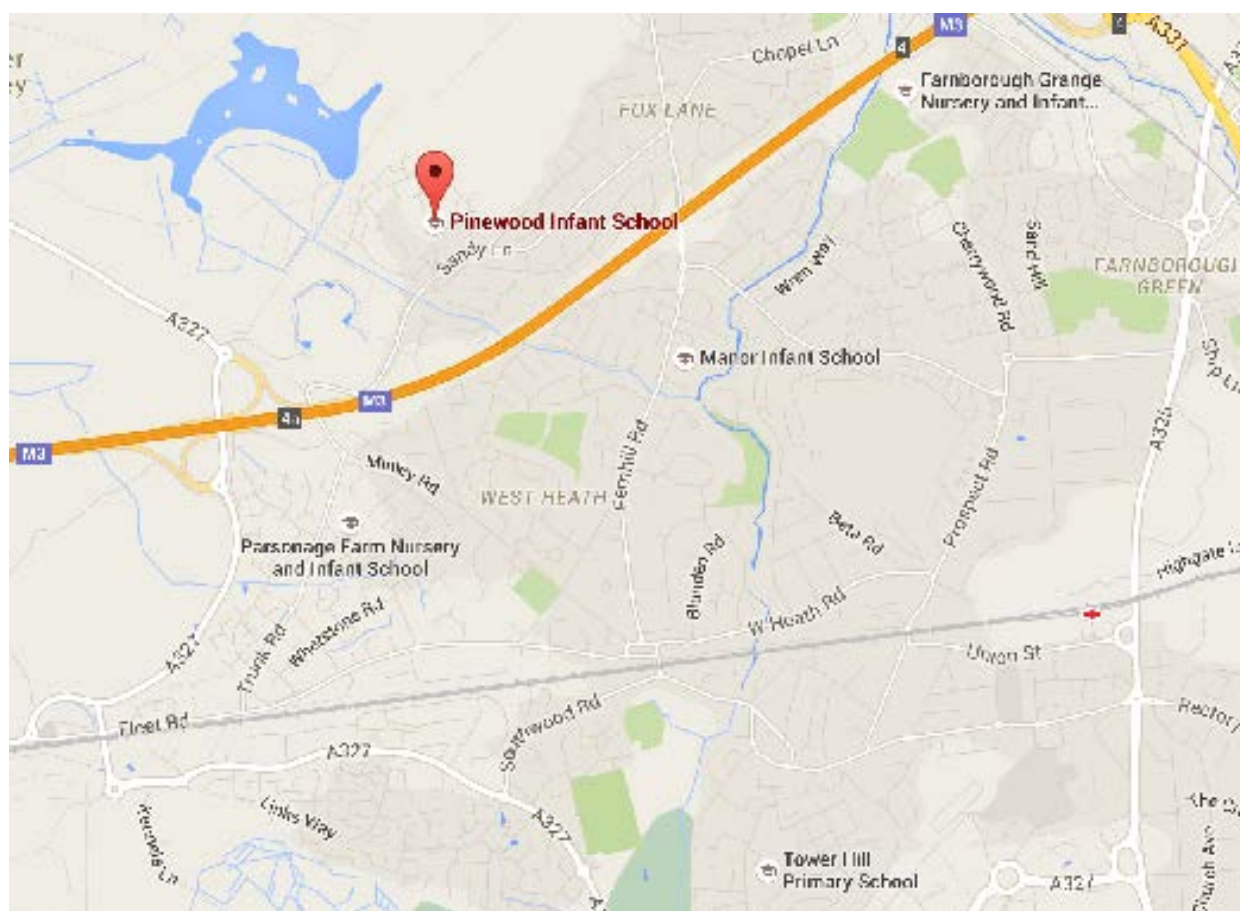
Pinewood Family Group
Pre-School
C/O Pinewood Infant
School
Pinewood Park
Farnborough
Hampshire
GU14 9LE

Contact us

Telephone: 01252 524068
Website: www.pinewoodfamilygroup-preschool.btck.co.uk
E Mail: familygroup@pinewood.hants.sch.uk

How to Find Us

- Enter the Main school gate (not the playground entrance) and follow the woodland walk path up to the top
- To the left is Pinewood Infant School entrance
- Turn right and follow the blue signs to the right for the Pre-School
- Go through the gate at the bottom of the path and on the left is situated the Pre-School, there is a large waiting area with a weatherproof canopy for rainy days.



Our aims

At Pinewood Family Group Pre-School we strive to create a warm and stimulating environment where learning is fun. We engage in activities that promote and extend children's curiosity and awareness of their world.

Our primary focus is learning through play and exploration. We encourage children to grow in confidence, self-esteem and independence.

We treat each child as an individual who has needs that should be met in an atmosphere that celebrates diversity and equality. We will nurture your child's social and emotional skills.

Our aims:

- To provide a welcoming environment where every person matters
- To ensure children feel safe and secure in our care
- To enable children to form positive and trusting relationships with their peers and with adults
- To provide experiences for children to explore and learn from
- To provide a range of learning opportunities which support the development of each individual child
- To ensure children, staff and parents have a good understanding of healthy lifestyles
- To work with parents and carers and value their contribution
- To promote a brighter future for us all by developing the potential of the children, parents, staff and community.



What parents like best about Pinewood Family Group Pre-School

The staff for one, and that the children have free time and can access everything but still learn at the same time

All the staff are very friendly and approachable, they are amazing people!

My child is happy there and talks about what he does

I feel happy to leave my daughter at Pre-School, she loves it there and loves to tell me what she and her friends have been up to

Lovely staff, a range of activities and good facilities i.e. outdoor area



Our Staff

The most important people in the eyes of your child are our staff, who are all dedicated and caring with a wealth of experience. The Manager and Supervisors hold a Level 3 qualification and the majority of our staff has achieved this, level as is appropriate for the care and development of children as required by Ofsted.

Additional training is actively encouraged for staff to continue their professional development to keep up with new initiatives and consolidate their areas of expertise. All staff receive induction training in their first weeks which includes the health and safety and Safeguarding of children as set out in our policies and procedures. In addition staff are qualified in Paediatric First Aid, Food Hygiene and Child Protection.

Currently, the staff qualifications are as follows:

Pre-School Manager & Child Protection Officer Sharon Herbert	Diploma in Pre-School practice Level 3
Deputy Manager SENCO Sian Browning	NVQ Level 3
Early Years Practitioner Sue Matthews	Diploma in Pre-School practice Level 3
Early Years Practitioner Kim Copplestone	NVQ Level 3
Early Years Practitioner Caroline Hardcastle	NNEB Level 3
Early Years Practitioner - Behaviour Management Lauren Herbert	CACHE Level 3
Early Years Practitioner - 2 year old Coordinator Sam Cooper	NVQ Level 2
Bank Staff Jackie Lee	CACHE Level 3
Helper Marjorie Pratt	CACHE Level 2



Working together for your children

Your children are the most important people at Pinewood Family Group Pre-school. There is a **maximum of 24 children per session**.

We aim to ensure that either a Manager or Supervisor is present during each session and support the Ofsted requirement on ratios of (staff child ratios 1:8 for children over 3 years old, staff: child ratios 1:4 for children 2 years old). Staff present in each session is recorded in the register. Unforeseen staff absences due to illness or emergencies, where possible are covered by existing staff to ensure continuity of care. In event of absent staff, we have qualified emergency cover staff who are DBS checked as a contingency. We also have volunteer parent helpers, where possible, to complement these ratios.

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.

Our sessions

Our current session times during term time are Monday to Friday:

All Day Care
0845 – 1515hrs

Mornings
0845 – 1145hrs

Lunch Club
1145 – 1215hrs

Afternoons
1215 - 1515hrs

Please kindly wait outside until staff open the door to collect or drop off your child. It is important that you collect your child promptly at the end of a session as arriving late can be very upsetting for a child when they see their friends leave. You may also incur a late collection charge since staff will need to be deployed to stay with uncollected children, please see our specific fees policy.

The children at Pinewood Family Group Pre-school are working within the Early Years Foundation Stage of their Education. Learning and Development is play based and within the guidelines set by OFSTED, the Local Education Authority and Early Year's Advisory Team. The sessions are organised so that children can take part in a variety of child-chosen and adult-led activities. These take account of children's natural changing energy levels throughout the session. The setting caters for children's individual needs for rest and quiet activities during the day. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them.

We are open during Hampshire school term time and have five closure days during the school year for training purposes. We will give you as much notice of these as possible.

Please note: Our INSET (school closure) days are not always the same as Pinewood Infant School.

Pinewood Family Group Pre-school offer a 'Stay and Play' service providing flexible childcare. On occasion we have spaces in pre-school due to holiday or prolonged absence. We offer these spaces on a daily basis at an hourly rate of £5.50. If you are interested please contact the pre-school for information on available days and spaces.



Our sessions

The routines and activities of a typical session would run as follows:

0845 or 1215 Welcome Time

Please wait outside until we open the door at the start of each session to give us time to be ready. When you arrive you should encourage your child to hang up his/her coat and place their book bag in the labelled box. Afterwards your child will collect their name for self-registration, (this activity is for name recognition and your child will soon learn to recognise it when pointed out to them). The children will then have free play.

0900 or 1230 Child Initiated Time

This is prompted by Rainmaker time. The children Stop and Listen to the planned activities for the session and are reminded of the 5 GOLDEN RULES. All areas of the Pre-School can then be accessed and children can be outside if they choose this part of the free flowing arrangement. Children go to their activities and can freely move to another activity as they wish. Adults interact with children, observe and collect evidence for the Children's learning records. Children are encouraged to tidy an activity away once they have finished with it and all children help with tidying up and putting away of toys and activities at the end of this time, this is aided by the use of pictures/labels on boxes and shelves.

0930 or 1300 Child Initiated work time continued

Snack Time: We all sit down together at 10:00am for snack time. An area is set aside for children enjoy their snack. This helps support their Personal Social and Emotional development skills. The children are encouraged to pour their own drinks, (milk or water) and participate in sharing, taking turns and remembering 'Please' and 'Thank you'.

1000 or 1330 Small Group Activity

This is an adult led activity based on different areas of learning. The three primary areas are Personal, Social & Emotional Development, Communication & Language, Physical Development. There are then four specific areas which are Literacy, Mathematics, Understanding of the World and Expressive Arts & Design.

Group Activity: An activity encouraging group participation that could include role play, music, rhythm, ring games, parachute games or similar. Sometimes, the children may be split into two groups.

Story and Song Time: Story time takes place during the last 15/20 minutes the group comes together for 'Together Time' to share a story or sing songs. This is often frequented by Sidney the puppet who helps us remember our pre-school rules.

1145 or 1515 Home Time

Any parent helpers are thanked and children return to collect their coats.

1145 to 1215 Lunch Club

Children will be encouraged to eat a healthy lunch brought from home. Lunch club is subject to extra charges which are included in all day care.

(Please read our separate lunch club policy).

Starting out and settling in

Before your first day

A happy introduction to Pinewood Family Group Pre-school is important, and before your child's first day you and your child are welcome to visit and stay a while. This session is for you both to become comfortable with our environment. Our first visiting session is free, after that our normal sessional fee will be charged in accordance with our fees policy.

The First Days

Your child will be allocated a Key Person, who you will meet at your first session at pre-school. We ask that you stay with your child during this first session so that they can play with the assurance that you are close by. It is also a valuable opportunity for you to see a full session in operation so that you will be more readily able to talk to your child about some of the things they may have experienced. You may leave your child with us for their second session but are welcome to stay for as many sessions you feel are necessary to help your child settle - please refer to our 'Settling in Policy'. Your Key person will be able to discuss strategies that may help with any concerns you may have. We recognise that each child is unique and as such are flexible to meet your family needs.

If your child is not dry we ask you to provide a named bag containing:

- Nappies or Pull Ups
- Wipes
- Nappy Bags
- A spare set of clothes

In the interests of reducing cross-contamination, all children are changed in the designated area away from the playroom.

We recognise that toilet training takes place at different times for different children. Please let your Key Person know what stage your child is at so that we are able to support you at this important time. All staff are aware of the children's needs and will support them accordingly. Your child will give you a slip as a reminder that they have soiled clothes in their bag. We support children whatever their needs and can best do this when you keep us up to date with their progress.



What to wear

Clothing

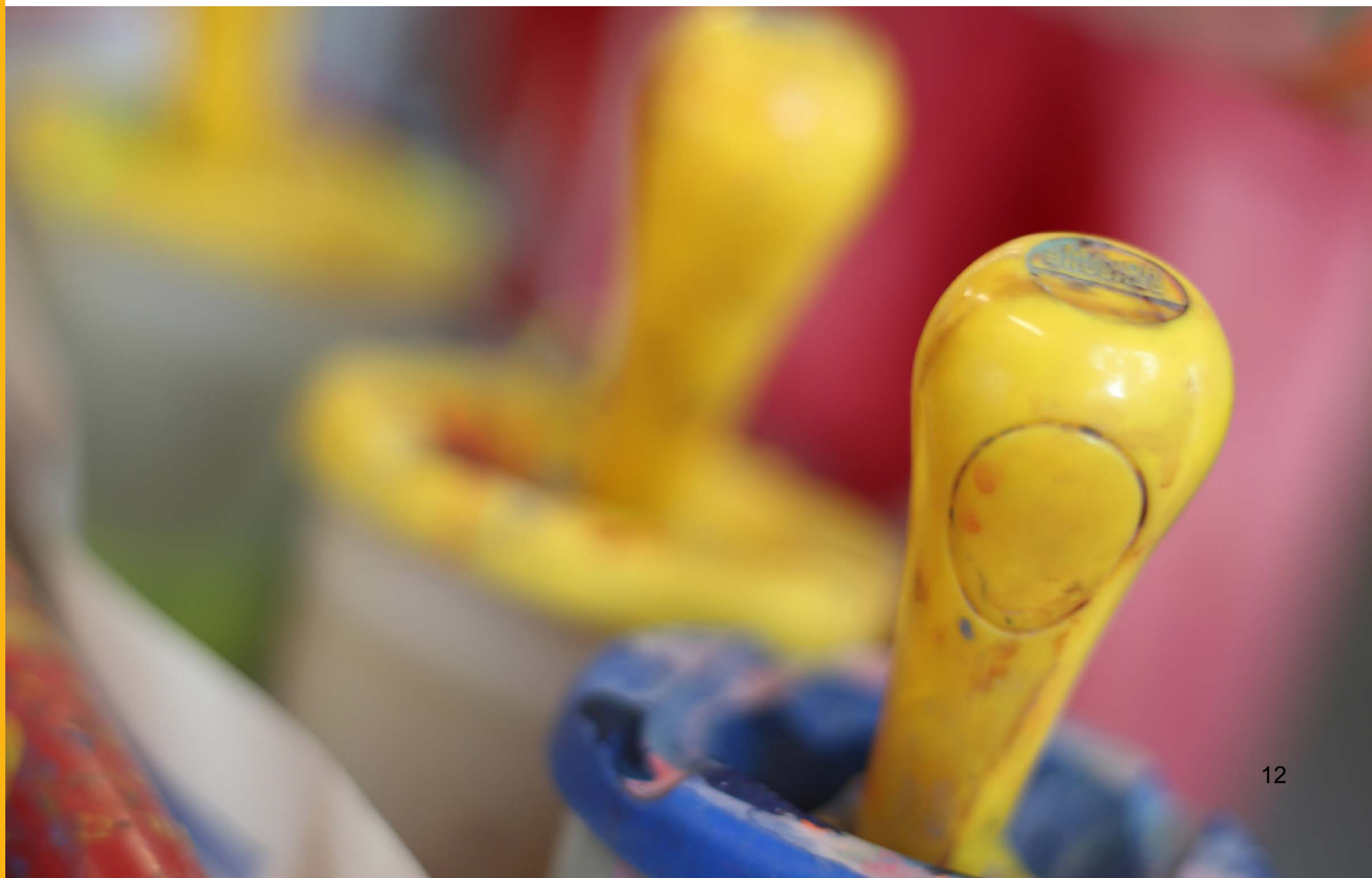
We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Uniform

Pinewood Family Group Pre-school has a uniform of polo shirts and sweat shirts that carry our logo. The uniform is not compulsory but is a practical way of ensuring home clothes are not spoilt during messy play. Short sleeves enable children to wash hands and play with wet/messy activities more comfortably. Trousers are best suited for play both in and outside and elastic waistlines are requested in order that we can promote your child's independence. Please be aware that children are encouraged to engage in messy activities and to play outside in all weathers. This is an important part of a child's development at this age. Although aprons are worn clothes can become dirty and so we request that any clothes worn to pre-school are old and unimportant. All clothes must be named.

Please send your child to Pre-School with a warm coat for outside play and hats/gloves during cold weather. Please note that scarves can be a hazard on climbing apparatus. For safety reasons children wearing shoes with open toes/heels/crocs will not be allowed to use the climbing apparatus or cars/bikes. Closed shoes or trainers are requested.

Helpful TIP - If clothes do have paint or glue on them soak them in cold water before washing. Hot washing will only set the paint!



What to bring

Book Bag

Children are provided with a Book Bag, on receipt of the £10 Pre-school registration fee, which they use to bring home their artwork, craft activities and any newsletters or parent/carer correspondence. Please check your child's bag each school day in order that you do not miss any important information. If you are returning any important letters/forms please give them directly to a staff member although staff do check bags daily.

What to eat

Our provision regards snack and meal times as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs.

The snack bar is led by a staff member and children are able to choose from a variety of healthy snacks. The snack bar is open in the morning and afternoon session and parents are kindly asked to contribute to provide healthy and nutritious food to promote a home/school link. Snack usually consists of a drink of water or milk and a selection of fruit, and or a variety of either raisins, bread sticks or cheese. We ask that you do not bring in nuts or kiwi fruit as it is considered a high allergy risk. The snack bar is a valuable opportunity for developing independence.

With adult support, children wash hands, pour drinks, select food and clear away after themselves. Social and communication skills are developed at this time with opportunities to chat to each other, share news & discuss the importance of healthy eating. Children are closely monitored and all allergies/intolerance needs are met. If your child has a food allergy/intolerance or religious needs, please ensure that we are aware of them so that we can meet their needs.

We encourage parents to provide sandwiches with a healthy filling, fruit, and milk based deserts, such as yoghurt or crème fraîche, where we can only provide cold food from home. We discourage sweet drinks and can provide children with water or diluted fresh fruit juice.



Parents, Carers and Family Members

You are as much as a part of our Pre-School as your child. It is important for you and your child that you play an active part in this exciting phase of her/his life. You may be able to share a special skill or interest such as music, cooking, dance or even your job. Please feel free to talk to a member of staff and make arrangements to come along, if you would like to help at a particular time. This gives you an opportunity to see the 'day-to-day' life of the pre-school and to join in helping the children to get the best out of their activities. Parents have visited the setting to help children dig and plant in the garden and tell stories.

Parent Committee

You may not be aware that Pinewood Family Group Pre-School is a registered charity and managed by a Parent Committee, it is therefore vital that enough parents become involved, as without the Committee, the Pre-School would have to close. The Committee work in close co-operation with the Manager and staff and are responsible for reviewing policies, employing staff, financial management, fundraising and strategic decision making. The Committee is elected at the Annual General Meeting held in September. You can join the committee at any time during the year, more information can be obtained, in the first instance, from the Manager or Committee Chair to gain a better understanding of its role. The Committee meets on average once a month. Even if you are unable to join the Committee, there are plenty of opportunities for you to get involved throughout the year to help with fundraising. The money raised is used to buy new toys and much needed equipment for the children. Typically, the committee organises the following activities throughout the year that need your support (but new ideas are always welcome):

Autumn Term - Christmas Fair, Christmas party

Spring Term - Easter Stall, Sponsored event

Summer Term - Fun Day, Photographer, Leavers Party, Sports Day



The Early Years Foundation Stage

The Early Years Foundation Stage is a framework for learning, development and care for children from birth to five. It is equivalent of the National Curriculum and includes seven key areas of learning.

The primary areas are:

- communication and language;
- physical development; and
- personal, social and emotional development

The specific areas are:

- literacy;
- mathematics;
- understanding the world;
- and expressive arts & design

Within these guidelines Pinewood Family Group Pre-School promote that every child matters and deserves the best start in life. It is our intent to work within the four themes of the Early Years Foundation Stage and reflect that within our learning and development programme.

The four themes are:

A Unique Child: Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships: Children learn to be strong and independent through positive relationships

Enabling Environments: Children learn and develop well in enabling environments, in which experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development: Children develop and learn in different ways and at a different rate; the framework covers the education and care of all children including children with special educational needs and disabilities.

Learning through play

Play is vital for children. It is through play that babies and young children learn, grow and have fun. It helps them to understand the world around them and to develop socially and emotionally. By singing songs, reading together, playing games with letters and numbers, and having fun with friends. Through this they gain a head start and increase their confidence.

It means being sure each individual child is learning through high quality play, that's tailored to them. So they develop at their own pace, having fun, making friends and learning as they play. Becoming confident, secure children who, when the time comes, are better prepared for school.

How does the Early Years Foundation Stage (EYFS) work?

The EYFS has been developed with parents, carers, early years and childcare providers and academics. It brings together their experience in a clear, straightforward way.

The child is at the centre of the Early Years Foundation Stage. The people who work with your child will pick up on their interests and abilities, and build on them through play.

They will think for instance, about fun ways to help them develop their language skills. About what will encourage their creativity and about how they tackle small challenges.

All the while, they'll make sure that each child in their care is getting the support they need, and above all is enjoying learning through play.

Your child's Key Person

Your family is allocated a member of staff, as your Key Person whom has special responsibility for your child. Your Key Person, will work closely with you and your child to initially help settle them into the pre-school routine and then to plan for their development through observation and planning. Please talk to your Key Person regularly and update them on your child's progress at home. It's great to share your/their excitement the first time they use the toilet or ride a bike for example. You will be invited to a more formal meeting each term. When we work together we can achieve so much more!

How do you know how your child's doing?

Your child's Key Person will put together information on how your child is doing. We might take photographs and describe what they have been doing during the session or week for instance. We keep a folder for each child called a 'Learning Journal'. This shows our observations on your child and any special pieces of artwork or writing they may have done.

Observation, Assessment and Planning

All planning starts with child observation, in order to understand and consider their current interest, development and learning. At Pinewood Family Group Pre-school we follow a pattern of Observation, Assessment and Planning and use what we have found out about the children so that we can plan for the next steps in their learning. Each child's learning and development is recorded in a 'Learning Journal' which parents and children are welcome to contribute to. Every child's learning takes a personal path based on their own individual interests, experiences and within the learning programme.

Main duties of a Key Person

- To provide for the emotional needs of the child, to comfort and reassure;
- To care for the child;
- To contribute to and ensure that our provision takes into account each child's race, culture, religion, language and family values;
- To liaise with parents/carers;
- To observe the child's progress and with parents/carers permission, keep records of their child's interests and development;
- To meet the parents/carers on a termly basis and at other times when required;
- To be available to speak to the parents/carers at the beginning and end of sessions;
- If applicable, to liaise with other settings on the progress and the welfare of the child;
- If necessary to liaise with the allocated member of staff who is responsible for Child Protection;
- To liaise with the parents/carers and Special Education Needs Co-ordinators if there is any concern such as language, hearing or other areas;
- The Key Person will ensure parents/carers are always contacted about any concerns involving their child: The keyworker will respect confidentiality;
- The Key Person will always be a member of the Pinewood Family Group Pre-School team of staff and will work with, care for, look after and be responsible for other children attending sessions in addition to his/her Key children.

If you have any queries or concerns about our Key Person scheme please speak to the Manager.

The learning environment

One of the expectations of the Early Years Foundation Stage is to provide access to outside for all children at all times and children have the freedom to access any part of the building and garden enabling FREE FLOW.

Free flow gives us the opportunity to provide particular activities in each area. We encourage messy play such as sand, water, art and craft activities. We use musical instruments, and encourage design and technology. Outside in the garden the children can choose from a wide range of resources that reflect activities that are in the classroom but are made available on a larger scale.

Books, computer access, jigsaws, role play areas, and tools to develop writing skills will be available inside and outside, other resources will also still be available for children to choose from.

Free flow operates regardless of the weather (so please dress your child appropriately).



Fees

Registration Fee

A £10 registration fee is applicable to all children not eligible for 2 year old Government Funding. On receipt of this fee your child will receive a Pre-school book bag and T-shirt.

Standard Fees

Each hour at the Pinewood Family Group Pre-School is charged at the following rates:

- Children aged up to 3 years old is £5.20 per hour.
- Children aged 3 years and above for hours not covered by Government funding (15hrs) is £4.40 per hour.

For children aged 3 years receiving Government Funding

The term after their third birthday, children become entitled to 570 hours over a period of 38 weeks a year (which is 15 hours per week). Pinewood Family Group Pre-School will provide you with the forms and the funding will come directly to us. If you use your full entitlement before the end of the 38 weeks you will be charged at £4.40 per hour for the rest of the year.

For children aged 2 years receiving Government Funding

Children become entitled to 570 hours over a period of 38 weeks a year (which is 15 hours per week). Pinewood Family Group Pre-School will provide you with the forms and the funding will come directly to us. If you use your full entitlement before the end of the 38 weeks you will be charged at £5.20 per hour for the rest of the year.

Childcare Vouchers

We are registered with several voucher schemes; please speak to the Pre-School Manager or Supervisory staff for details.

Invoices

Invoices are issued in advance during the last two weeks prior to the end of each half term. These are invoiced for the following half of the term. Payment dates are stated on the invoice, generally the end of the first week of the next half of the term. If payments are not made by the due dates your place for the following term may be withdrawn.

Payments

Payments should be made by the due date on the invoice, and be paid into the fees box or direct to the bank account. If you are experiencing any difficulty with payments please speak to the Pre-School Manager as soon as possible.

Leaving

If your child is leaving Pinewood Family Group Pre-School, half a term's written notice must be given to the office. When a child leaves in the middle of a term, fees must be paid for the remainder of that half term (for government funded children transferring to another setting ask for advice from the Pre-School Manager).

Changing Hours

If you wish to change the hours that your child attends, please speak to the Pre-school Manager.

Other information

Child Collection

We will not release children to anyone other than their parents or those authorised on your registration form. Should you give any other adult permission to collect your child you must notify us. Children will not be released to anyone under the age of 16. A password is asked for on the registration form and this is to be used by anyone collecting a child, other than a parent/carer or authorised listed person.

Late Collection

Parents/Carers must notify Pinewood Family Group Pre-school as soon as possible of unavoidable delays that cause a late collection of your child/children. This may incur a discretionary charge to cover staff overtime. It is important to note our 'Non collection of children' policy for appropriate guidelines.

Illnesses/Absence

Please notify Pinewood Family Group Pre-school if your child is ill and cannot attend the session. If you pay for the sessions, payment will still be required as per our fees policy. If your child is absent with an infectious childhood illness please advise the Pre-school so that other parents can be informed via the parent notice board.

Chicken Pox

Your child is welcome to return to Pre-school once they are feeling well, have no raised temperature and the sores have formed a dry scab.

Sickness and Diarrhoea

If your child has suffered sickness or diarrhoea, please ensure they do not attend the pre-school until 48 hours after their last symptoms.

Head Lice

Please keep your child at home until all the live lice and eggs have been removed. Your Pharmacist can advise you on successful treatment.

Holidays

Please notify Pinewood Family Group Pre-school if your child will not be attending the session due to a holiday. If you pay for the sessions, payment will still be required as per our fees policy.

Accidents

All staff are qualified first aiders and a first aid kit is kept on the premises. All accident details are recorded in our Accident Record book which you will be shown and asked to sign at home time.

Medications

All long term medication needs to be kept in a clear container with our form, which we will laminate, with the child's name, photo of the child and details of how to use the medication.



Other Information

The Pre-School Learning Alliance

This Pre-School is a member of the Pre-School Learning Alliance (PLA)

“The Pre-school Learning Alliance is the largest early year’s membership organisation and voluntary sector provider of quality affordable childcare and education in England. An educational charity, the Alliance represents the interests of over 14,000 member settings who deliver care and learning to over 800,000 families every year.” (PLA website)

Regulatory Authority/Inspections

Ofsted

National Business Unit

Royal Exchange Buildings

ST Ann’s Square

Manchester

M2 7LA

Complaints and Enforcements: 0845 6404040

Pinewood Family Group Pre-School is subject to regular Ofsted inspections. All staff and committee members undergo Disclosure and Barring checks (DBS). A copy of our Complaints Procedure can be found on our website and/or a copy can be read in the Pre-school entrance.

Special Educational Needs

To ensure Pinewood Family Group Pre-School meet the needs of each individual child, we take account of any special needs a child may have. Our Special Educational Needs Co-ordinator is Sian Browning.

The role of the Special Education Needs Co-ordinator (SENCO) is crucial in supporting early identification and intervention for children with special education needs. The responsibilities include:

- co-ordinating and supporting staff in the recording and documentation process including Individual Education Plans (IEP’s)
- Liaising and working with parents and outside agencies
- Ensuring a smooth transition on to school

We would encourage any parent/carer with any concerns, no matter how small, to speak to our co-ordinator or your child’s Key Person.

Early Language Lead Practitioner (ELLP)

Pinewood Family Group Pre-School was chosen in 2010-2011 to take part in a year-long National training strategy ‘Every Child A Talker’ (ECAT).

This involved our ELLP, Sharon Herbert, undergoing training to enable us, as a team to:

- Identify children at risk of delay in language and communication and providing support
- Raise children’s achievements in early language.

These skills are still in place and in use within the Pre-School.

Safeguarding

Our setting has a duty under the law to help safeguard children against suspected or actual ‘significant harm’. All our staff are fully aware of our Policies and Procedures regarding the Safeguarding and Welfare of the children in the setting. 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.

Our Safeguarding officer is Mrs Sharon Herbert

Policies and procedures

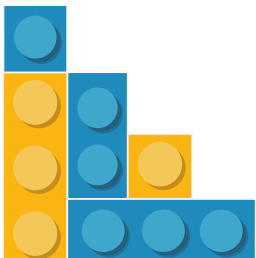
Our policies help us to make sure that the service provided by the Pre-School is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Copies of our policies and procedures can be found on our website, or if you wish to access a hard copy in the Pre-School entrance hall by the Parents board. Our website address is www.pinewoodfamilygroup-preschool.btck.co.uk

- | | |
|---|--|
| 1.1 Children's rights and entitlements | 8.3 Supervision of children on outings and visits |
| 1.2 Safeguarding children and child protection | 8.4 Risk assessment |
| 1.3 Looking after children | 8.5 Fire safety and emergency evacuation |
| 1.4 Uncollected child | 8.6 Animals in the setting |
| 1.5 Missing child | 8.7 No-Smoking |
| 1.6 Use of mobile phones and cameras | 9.1 Valuing diversity and promoting equality |
| 2.1 Employment | 9.2 Supporting children with special education needs |
| 2.2 Student placements | 10.1 Early Years Prospectus |
| 3.1 Induction of staff, volunteers and managers | 10.2 Admissions |
| 3.2 First aid | 10.3 Application Form |
| 4.1 The role of the Key Person and settling-in | 10.4 Registration Form |
| 5.1 Staffing | 10.5 Parental involvement |
| 6.1 Administering medicines | 10.6 Children's records |
| 6.2 Managing children who are sick, infectious, or with allergies | 10.7 Provider records |
| 6.3 Recording and reporting of accidents and incidents | 10.8 Transfer of records to school |
| 6.4 Nappy changing | 10.9 Confidentiality and client access to records |
| 6.5 Food and drink | 10.10 Information sharing |
| 6.6 Food hygiene | 10.11 Working in partnership with other agencies |
| 7.1 Achieving positive behaviour | 10.12 Making a complaint |
| 8.1 Health and safety general standards | 10.13 Fees Policy |
| 8.2 Maintaining children's safety and security on premises | |



Pinewood Family Group Preschool
c/o Pinewood Infant School | Pinewood Park,
Farnborough, Hampshire, GU14 9LE
Telephone: 01252 524068



Pinewood
Family Group Pre-School

Charity Number: 1008366