



# **WELCOME TO RIDGEWAY UNDER FIVES**

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**PARENT INFORMATION BOOK**

February 2014

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(An equal opportunity group for children, carers and staff.)

## INTRODUCTION

Ridgeway Under Fives Pre-school is a long established and popular pre-school located on the South Yorkshire/Derbyshire border. It offers high quality care and education for children aged between 2-5 years residing in Ridgeway and the surrounding area.

The Pre-school is a member of the Pre-school Learning Alliance and is Ofsted registered. We receive government funding for children over the age of 3 and are a registered educational charity (Ref No 1031878). The funds are managed by the parent management committee in accordance with the groups' business plan.

Linked to the pre-school is a 'Parent and Toddler' group; a self-funded group which meets at St John's Church in Ridgeway.

## PARENT AND TODDLER GROUP (0-3 YEARS)

This is a self-funded group which provides a friendly and safe environment for children to play and their parents to socialise.

**Address** St John's Church  
Ridgeway Moor  
Ridgeway  
Sheffield  
S12 3XW

## **Session Times**

Wednesday, Thursday and Friday mornings, 10.00 am - 12.00 pm during term time only.

## **Fees (including refreshments)**

The first session attended is free; fees for subsequent sessions attended are:

Babies/toddlers      £2.00.  
Additional siblings    £1.00.

You will be given an invoice at the beginning of each month. In accordance with our Fee Payment Policy, fees must be paid in full within two weeks, unless the committee has permitted a different arrangement. Please ensure that fees paid by cash or cheque arrive at Toddlers in an envelope clearly marked with your child's name, and that they are handed to the Ridgeway Under Fives Administrator or your Toddler Group representative.

## **Enrolment**

In accordance with insurance cover, 20 places are available at each session. For availability please contact the Ridgeway Under Fives Administrator by telephone on 07837273030 (weekdays 9 am - 5 pm).

## **PRE-SCHOOL (2-5 YEARS)**

**Address** Ridgeway Sports and Social Centre  
Upper Ellis Meadow  
Main Road  
Ridgeway  
Sheffield  
S12 3XR

**Telephone** 0114 2470622 or 07773633846 (session time only)  
07837273030 (Administrator - weekdays 9 am - 5 pm)

## **Session Times**

The pre-school is open on Monday, Tuesday, Wednesday, Thursday and Friday, 9.30 am - 12.30 pm during term-time only. The term times usually follow the holiday dates of Derbyshire Local Authority and the local Primary School.

## **Fees**

The government now provides funding for all children from the beginning of the term after their third birthday. Whilst there is no charge for children who receive a government funded place; we accept a voluntary contribution of 25p per session towards the cost of providing the children with a healthy and nutritious snack and to take part in cooking activities. For three year old children who do not receive a government funded place, the cost per session is £11.10.

Pre-school will issue you with a form each term that will need to be signed and returned to Pre-school by the date stated on the form, in order for the funding for your child to be claimed by Ridgeway Under Fives.

Depending on uptake of places your child may be able to start pre-school from the age of two years. If this is the case the cost per session is £11.10. You will be given an invoice at the beginning of each month, up to the end of the term in which your child is three. In accordance with our Fee Payment Policy, fees must be paid in full within two weeks, unless the committee has permitted a different arrangement. Please ensure that fees paid by cash or cheque arrive at Pre-school in an envelope clearly marked with your child's name, and that they are handed to a member of staff.

We reserve the right to charge any parent/carer who is consistently late picking up their child after Pre-school hours.

## **Enrolment**

In accordance with government guidelines we are registered to care for 26 children per session. Places are allocated in accordance with our admissions policy.

If you would like your child to attend Ridgeway Under Fives Pre-School you should fill in the enrolment form and return it to the Pre-school, in order for your child's name to be placed on the waiting list. Enrolment forms and further details can be requested by contacting the Ridgeway Under Fives Administrator by telephone on 07837273030 (weekdays 9 am - 5 pm).

## **Ethos, Aims and Objectives**

It is our aim to care for children in an educational setting which is safe, happy, stimulating and caring. By creating such an environment, we can help all our children develop to fulfil their potential.

We aim to provide high standards of care and education for all children regardless of their race, ability or gender. Our approach is to develop close working partnership with parents in order to support a child's individual needs and interests.

## **Educational Standards**

We offer your child:

- A carefully planned curriculum that is led by the children's interests and needs and linked to the Early Years Foundation Stage.
- Individual care and attention made possible by a high ratio of adults to children. Each session is run by qualified staff. Between 60% and 100% of staff at each session are qualified (legally we are only required to ensure that 50% of staff are qualified). Staff regularly attend training and development courses provided by Derbyshire Early Years, and comply with all legal training requirements.
- The opportunity to mix socially with other children and adults.
- Opportunities for you and your family to be directly involved, in the activities of the group and in your own child's progress.

## **Working Together for Your Children**

Ridgeway Under Fives is managed by the Management Committee who work with the staff and parents to support the setting

### **Management Committee**

The Management Committee is elected annually at the groups' September AGM. All members are volunteers. Areas of responsibility include business planning, financial management (including fundraising and grant applications), admissions, staffing and the fulfilling of all legal obligations on the group.

New committee members are always welcome. We encourage parents/carers to put forward any ideas, requests and feedback. Please see any member of the committee or staff with your suggestions, alternatively ideas can be added to the list kept on the front desk. The committee and staff consult with parents/carers on a variety of issues wherever they can.

The Committee meets usually one Thursday each month, except in August when the setting is closed for the summer holidays and December for the Christmas Holidays. The minutes of which are available to everyone on request (via the Secretary). Copies are also displayed on the parent's information table. Parents/Carers are welcome at these meetings, if however they are unable to attend, a form is displayed on the front desk where items can be recorded for adding to the agenda.

Communication of information concerning the pre-school is done in a variety of ways - letters home via the children, newsletter, website and Parent Information Board (in the centre).

## **Committee Membership**

Chairperson	Carolyn Clethro
Treasurer	Nina Derbyshire (Grants)
Secretary	Karen Bennett ( Business Plan & Website)
Committee Members	Kirsty Barber (Toddler Rep) Jacqui Oxley (Fundraising& Newsletter) Caroline Panter (Marketing) Kerrie Rodgers (Toddler Rep)

## **Fundraising**

As described previously, we are a registered charity and non-profit making organisation, managed by a voluntary parent management committee. Whilst we do receive government funding, it does not adequately cover all our operational costs. We therefore rely on fundraising initiatives to boost the groups' income to enable us to attain our high standards of care and education.

Fundraising initiatives are decided by the committee and held throughout the year. We encourage all parents/carers to get involved in fundraising initiatives. We strive to make the events fun and family focused to maximise interest, support and funds!

All the money received by the Pre-School is used for the direct benefit of the children.

## **Staffing**

In our setting we maintain the ratio of adults to children that is set through the EYFS Welfare Requirements for Sessional Care. The day to day management of staff is undertaken by the Pre-school Supervisor, who ensures that the setting is running to the pre-school policies and procedures.

The regular staff in the group are:

<b>Name</b>	<b>Title</b>	<b>Qualifications</b>
Liz Sidney	Supervisor	Diploma in Pre-school Practice
Mandy Curtis	Deputy Supervisor	NVQ Level 3
Tina Majchrzak	Pre-school Assistant	NVQ Level 3
Sue Newton	Pre-school Assistant	NVQ Level 3
Louise Cliffe	Pre-school Assistant	NVQ Level 3
Michelle Marshall	Pre-school Helper	NVQ Level 2 (working towards 3)
Jeannie Cranfield	Pre-school Helper	Relevant Core Training
Rachel Mills	Pre-School Helper (Supply)	
Jacqui Oxley	Administrator and Pre-School Helper (Supply)	

As well as gathering qualifications in early years care and education, the setting staff take part in further training to help them to keep up to date with developments in early years care and education

### **Volunteer Helpers**

We also have volunteer parent helpers where possible to compliment 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.

The setting is also happy to accept student workers, working towards NVQ 2 and NVQ 3 (or equivalent). The setting has a policy in place for student workers, and does not include them in our adult - child ratios.

### **Key Persons**

All the staff are involved with all the children during daily activities and contribute to your child's development, but on commencement every child will be allocated a key person. Your child's key person takes a special interest in them, and keeps records and evidence of their progress along with examples of their work. The records are used to help plan sessions around the children's interests and needs. Our key persons are placed to ensure they spend as much time as possible with their key children, the staff running register sessions will be key person to the children in their group and in most circumstances will remain that child's key person until the child leaves the setting.

The setting offers two formal parents' consultation times, one during the first term to discuss settling in and one during the last term to discuss progress and transition to Primary School. Periodically, Summative Progress Reports are also produced and shared with parents. These provide regular opportunities to meet with their child's key person. Additionally parents are also welcome to speak to either the key person or supervisor at any time to view their Development File or discuss their child

### **Records of Achievement**

The setting keeps a record of achievement for each child. This begins with the completion of the child's Early Years passport, followed by either their initial observations (starting points) or 2 year progress check. Staff and parents working

together on their children's records of achievement is one of the ways in which the key person and parents work in partnership. Your child's record of achievement helps us to celebrate together his/her achievements and to work together to provide what your child needs for his/her well-being and to make progress.

## The Curriculum

### Early Years Foundation Stage

All childcare providers are required to use the Early Years Foundation Stage (EYFS) framework to ensure that whatever setting parents choose, they can be confident that their child will receive a quality experience that supports their development and learning. In 2012 the EYFS framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on parents helping their child develop.

The EYFS sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare
- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about **your child's progress** through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "**Early Learning Goals (ELGs)**"

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

### The 7 Areas of Learning and Development

Through the EYFS your child will be learning skills, acquiring new knowledge and demonstrating their understanding.

Children should mostly develop the **3 prime areas** first. These are:

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



These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Further information for parents may be found at

[www.foundationyears.org.uk/wp-content/uploads/2012/06/EYFS\\_Parents\\_Guide.doc](http://www.foundationyears.org.uk/wp-content/uploads/2012/06/EYFS_Parents_Guide.doc)

## **Starting Pre-school**

### **Arrivals and Departures**

We ask you and your child to wait outside the main door before each session to enable the staff to set up efficiently and safely. During the winter months an indoor reading/play corner facility may be available between 9.10 and 9.30 am for children to wait with their parents for the session to start. However due to space restrictions, priority for its use is given to children with siblings at Ridgeway Primary School. A member of staff will welcome everyone into the centre at the appropriate time. At the end of the session a member of staff will welcome you into the centre to collect your child. It is important that you ensure that you arrive promptly to collect your child at the end of the session, as not only may it be upsetting for children if they are left waiting when everyone else has gone, our staff only have a limited amount of time to clear away before Ridgeway Primary School come in to use the building each afternoon.

If it is necessary for someone else to collect your child, please inform the supervisor beforehand. You will be asked to sign a book informing us who will be collecting your

child. The supervisor will not let a child go with anyone apart from the normal person, without prior permission.

### **The First Few Days**

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child to feel confident and secure within the group. This takes longer for some children than others and parents should not be worried if their child takes a while to settle. We feel we need to emphasise the importance of visiting the Pre-school, with your child, before they start to give them an opportunity to meet the staff and get used to the environment so that they are familiar with it when they are left. Visits can be arranged at a mutually convenient time.

### **What to Wear**

Your child needs to be practically dressed for play and exploration of the world around them. You are offered the opportunity to purchase sweatshirts and t-shirts when you register your child with Pre-school. We recommend your child wear the Pre-school sweatshirts/t-shirts as they have access to a wide range of resources, including messy ones, and it is not disastrous if these items get dirty.

It is good for the children to practise the skills that will make them independent therefore simple clothing that they manage themselves is a good idea as it enables them to use the toilet when they want to without being too dependent on other peoples help.

### **What We Do**

Each session begins with free play followed by group registration and circle time. The children then choose from a range of play based activities that are carefully chosen to provide good access to all the areas of learning outlined in "The Curriculum". For approximately 1 hour during the session we organise a café style system where children are encouraged to help themselves from a choice of healthy snacks. Milk, and water are also available, children are also encouraged to pour their own drink. Water is available throughout the session if a child requires a drink. After snack all the children are encouraged to return to play activities available (both indoors and outdoors), or to singing and/or circle time. Our sessions are designed to allow for continuous provision/play for the children. We usually finish the session with a group story/song, mark making or a game. Children may bring their own packed lunch to be eaten at 12.00 pm. Staff can provide more details of this if required.

## Activities

Plans for the week are displayed on the kitchen door. A letter is sent out to parents from register groups to explain what the child is doing and inform them if they need to bring anything into the setting for the register/circle time.

Continuous provision is provided for **role play, small world, sensory, construction, creative, mark making, ICT** and the **book corner**. These activities are designed to develop personal, social and emotional skills (e.g. sharing, turn-taking), communication, language and literacy skills (e.g. listening, thinking and speaking), mathematical skills (e.g. problem solving, reasoning and numeracy), and knowledge and understanding of the world in which they live. These activities also help physical development to enhance children's fine and gross motor skills. Creative development allows children to express themselves through different media e.g. music and painting.

**Outdoor play** is available during every session (unless the weather is extremely bad), Outdoor play includes things like scooters & bikes, sand or water, large construction, mark making, instruments etc. Outdoor activities contribute to children's health and physical development and their knowledge of the world around them.

We also offer **indoor physical play** such as trampoline, slides, rockers, tunnels etc. Children are also given opportunities to have stories as well as **music, singing and action song** activities during the session.

### Other Activities

We also have a Christmas show and party, village walks, sports day, leavers party, visits from Reception Teachers from the Primary Schools the children will be attending. Sometimes we have special visitors to pre-school such as a fireman, doctor and lollipop lady. Also the pre-school has a plot on the school allotment where the children grow some of the foods eaten during snack time.

## Personal Belongings

Any items brought in to show from home should be clearly marked with your child's name.

Please do not send your child to Pre-school with any valuable items, as we cannot accept responsibility for these.

Jewellery should not be worn, as it can be dangerous.

## Visitors

The external doors to the setting are locked during times when children are playing indoors. During outdoor play a member of staff always stands at the top of the drive to ensure that no one approaches the setting unnoticed.

Notices are displayed on the external doors to remind staff about not letting unauthorised persons in to the building. Authorised visitors to the setting are required to sign the visitor's book and record their arrival and departure times.

## The Role of Parents

Ridgeway Under Fives recognises parents as first and most important educators of their young children. Our Pre-school aims to support parents. Parents are welcomed;

- to help at sessions
- to assist with fundraising
- to take part in the management of the Pre-school
- to exchange knowledge about their children's needs, activities interests and progress with staff
- to attend training courses, workshops and conferences organised by the Pre-school Learning Alliance
- to take part in events and informal discussions about the activities and curriculum provided by the setting

## Communication

Parents are given a newsletter every half term which informs them of forthcoming events, general information, holiday dates for that half term etc. A copy of the letter is displayed on the front desk and on the website. The front desk also has information as a reminder of any forthcoming events and any letters that parents need to collect.

The parent information table has a wide range of information leaflets, the photo album and Parents' Policies and Procedures File.

The parent's notice board has registration details, insurance details, holiday dates for the year, First Aider details and copies of notices. This is available for parents to read whilst waiting to collect their child.

As outlined earlier, your child's key person or Pre-school Supervisor will inform you about your child's progress. Daily plans are available for parents to see during sessions if they wish and are displayed on the kitchen door. We try to ensure that

individual parent consultations are held at least annually or more regularly if requested or needed.

## **Health and Safety**

As a Pre-school we hold the necessary Public Liability Insurance. We practise fire drills. The majority of staff are trained First Aiders, and a named First aider is available at every session. We also keep an accident book, incident book and existing injuries book.

If your child is taken ill at Pre-school we will phone you. Please make sure our contact numbers are kept up to date.

If your child has any allergies, dietary requirements or needs any special care please inform any member of staff prior to their first session at pre-school.

Prescribed medicines can be administered at Pre-school if your child has been taking them for a long time, e.g. medication for asthma. The prescribed medicine should be clearly labelled with your child's name and we will require written instructions and authorisation for its usage. We cannot administer medicine that is not prescribed by a doctor e.g. Calpol or cough sweets.

If your child has any infectious illnesses please keep them away from Pre-school for the relevant incubation period and let the supervisor know. The pre-school ensures that children are exposed to a minimum risk of catching illness or infection whilst at pre-school and has a procedure in place for ill or infectious children. The pre-school displays a notice of incubation periods for common childhood illnesses. Please speak to a member of staff if you are unsure if your child should be attending the setting.

## **Policies and Procedures**

The setting has a range of policies and procedures which are reviewed usually annually or at an appropriate interval. The policies and procedures are kept in a file on the parents' information table and in the indoor filing cabinet. Reviewed or new policies are discussed at a committee meeting and are signed and dated by a committee member. All policies have the name of the setting at the top of the page.

Below is a list of the main policies and procedures in place. The statement of intent is given for each.

### **Admissions Policy**

It is our intention to make Ridgeway Under Fives accessible to children and families from all sections of the local community.

### **Equality and Diversity Policy**

Our pre-school is committed to providing equality of opportunity and anti-discriminatory practice for all children, families, staff, students and volunteers

### **Food and Drink Policy**

The pre-school regards snack and meal times as an important part of the pre-school session. Eating represents a social time for children and adults and helps children learn about healthy eating.

### **Health and Safety Policy**

Our pre-school believes that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

### **Managing Children with Allergies, or who are Sick or Infectious Policy**

Our pre-school aims to ensure that all children are exposed to a minimum risk of catching illness or infection whilst at pre-school.

### **Medication Policy**

It is the aim of our pre-school to ensure that a child requiring medication will be able to attend the setting regularly, and all staff will have knowledge of a child's medical needs.

### **No Smoking Policy**

Our pre-school aims to ensure that all children are in a smoke free environment whilst attending.

### **Non-collection of Children Policy**

In the event that a child is not collected by an authorised adult at the end of a pre-school session, pre-school puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced, qualified practitioner who is known to the child.

### **Safe Guarding and Promoting Children's Welfare Policy**

Our pre-school wants to work with children, parents and the community to ensure the safety of children and give them the best start in life.

### **Supporting Children with Special Educational Needs Policy**

We provide an environment in which all children are supported and encouraged to reach their full potential.

### **Employment, Staffing and Recruitment Policy**

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements. It is our intention when seeking to recruit new staff that we will offer Equality of Opportunity to all potential staff by either advertising to fill the post internally or by trying to advertise through a variety of different methods e.g. local paper, shop windows, Pre-school Learning Alliance

### **Achieving Positive Behaviour Policy**

Our pre-school believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

### **Confidentiality and Client Access to Records Policy**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education.

### **Equipment & Resources Policy**

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

### **Parental Involvement Policy**

We believe that children benefit most from pre-school when parents and pre-school work together in partnership.

### **Settling in at Pre-school Policy**

We want children to feel safe, stimulated and happy in the pre-school and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the pre-school.

### **Student Placement Policy**

The pre-school recognises that qualification and training make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training.

### **Recruitment of Ex-Offenders Policy**

As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess an applicant's suitability for positions of trust, Ridgeway Under Fives complies fully with the CRN Codes of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

### **Secure Storage, Handling, Use, Retention & Disposal of Disclosures & Disclosure Information Policy**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Ridgeway Under Fives complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation.

### **Nappy Changing Policy**

Our pre-school is committed to ensuring that every child is shown dignity and given privacy throughout their nappy change.

### **Mobile Phone and Social Networking Policy**

We believe our staff should be completely attentive during their hours of working to ensure all children in the setting receive good quality care and education. We also feel that restrictions need to be placed on staff/committee members when they access social networking sites. The setting has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the setting view the staff.

### **Whistle-blowing Policy**

Whistle-blowing is raising a concern about malpractice/misconduct within our setting and forms an important part of safeguarding the children in our care. Ridgeway Under 5's is committed to delivering a high quality pre-school service, promoting organisational accountability and maintaining public confidence.

### **Supervision and Appraisal Policy**

Our aim is to ensure that all staff understand what is expected of them, to have the skills necessary to carry out their role, and to be fully supported and managed effectively.



### **Fee Payment Policy**

It is the intention of Ridgeway Under Fives to provide clear guidelines to both the Ridgeway Under Fives Management Committee and staff, and to parents/carers to ensure there is regular and full payment of non-funded fees and facilitate the recovery of outstanding fee payments, in order to minimise arrears to Ridgeway Under Fives whilst at the same time respecting true cases of financial hardship.

### **Absence Procedure**

It is the intention of Ridgeway Under Fives to provide a flexible approach to attendance, whilst ensuring that staff are aware of any child who will not be attending pre-school and the reasons for their absence. We try to ensure that by monitoring attendance we are able to help to keep children safe from harm.

### **Complaints Procedure**

Our pre-school believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our pre-school and we give prompt and serious attention to any concerns about the running of pre-school. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result we have a set of procedures for dealing with concerns.

### **Emergency Evacuation Procedure**

It is our intention that Ridgeway Under Fives has an emergency evacuation procedure in place that offers the quickest and safest method of evacuation from the building. We ensure that this procedure is well rehearsed by staff, students and children and staff are aware of the role they must follow in the event of an emergency evacuation taking place.

### **Keeping Records Procedure**

It is our intention that the pre-school will keep records for a time after a child has left the setting

### **Photograph Procedure**

It is our intention that the setting only takes photographs of children with the consent of parents/carers. We ensure these photographs are only used for setting purposes.

### **Lost Child Procedure**

In the event of a child being lost whilst at pre-school, pre-school has a procedure in place for finding the child whilst maintaining the safety of other children at the setting.

### **Procedure for the Supervision of Children on Outings and Visits**

It is our intention that when children are taken on an outing by Ridgeway Under Fives, we ensure that children are kept safe and exposed to minimal risks.

### **Staff/Student Induction Procedure**

All new staff and students must participate in an induction.

### **Visitor's Procedure**

Ridgeway Under Fives takes its responsibility under the Early Years Foundation Stage, relating to health and Safety very seriously. It is our intention that visitors to the setting are made aware of health and safety issues in the setting.

### **Emergency Closure Procedure**

We aim to ensure that the environment is safe for children at all times. In the event of staff or children's safety being put at risk for reasons beyond our control we will close Pre-School. Parents/Carers will be given as much notice as is reasonably possible.

### **Toddlers Emergency Evacuation Procedure**

It is our intention that Ridgeway Under Fives has an emergency evacuation procedure in place that offers the quickest and safest method of evacuation from the building.

### **Grievance Procedure**

The key objective of the procedure is to allow grievances to be settled quickly, fairly and at the lowest possible level within Ridgeway Under Fives, whilst allowing employees the opportunity to appeal to a higher level if necessary.

### **Disciplinary Procedure**

This procedure is designed to encourage all employees to achieve high standards of conduct and work performance and also aims to provide a fair, effective and consistent method of dealing with disciplinary matters.

### **Financial Procedures**

These procedures provide a detailed account of the steps taken to record financial information for Ridgeway Under Fives. These tasks are currently performed by the Treasurer, but require documenting in the event that the Treasurer is not available at any given time. The procedures are split into general bookkeeping tasks and payroll

### **Child Induction/Settling In Procedure**

Ridgeway Under Fives aims to ensure that all children are familiar with the daily routines of the Setting and know what is expected from them.

## **Other Files and Records**

- A health and safety file is in place which is kept in the indoor filing cabinet this contains details of all health and safety requirements of the setting and procedures that are carried out, including risk assessments.
- A safeguarding children file is in place which is kept in the indoor filing cabinet; this contains information about child protection and the documentation used.
- A special needs file is in place containing information about special needs and forms to be completed by staff to monitor these needs.
- A complaints book is kept in the indoor filing cabinet and any details about a complaint to the setting, committee or about a member of staff is logged in the book. This filing cabinet is kept locked when the setting is not open.
- Accident records, reviewed each half term and kept for forty years from the date of the last entry.
- Incident records: reviewed each half term and kept for forty years from the date of the last entry.
- Existing Injury records, reviewed each half term and kept for forty years from the date of the last entry.
- Visitors records, kept for three years.
- Complaints records, kept for three years.
- Collection records, kept for three years after the child has left the setting.
- Signing in records and register sheets, kept for three years after the child has left the setting.
- Health & Safety visitors procedure, kept for three years.
- Registration forms, kept for three years after the child has left the setting.
- Staff Accident records, reviewed each half term and kept for forty years from the date of the last entry.
- Consent Forms, kept for forty years from the date of completion.
- Administration of Medication forms, kept for forty years from the date of completion.

## **Pre-School Learning Alliance (P.L.A.)**

Our membership of the P.L.A. ensures that we are constantly updated with new developments in the field of child education and care. We receive a monthly magazine offering practical advice and up to date information, and we have access to a range of

professionally produced publications. Parents may ask to see any of these. In addition ongoing training is available through P.L.A. courses, which welcome both staff and parents. Informal training is available through local meetings, and parents are informed about these.

**We hope that your child's time in Pre-school will be a happy and productive one. If you have any queries or if we can be of help in any way, please contact the staff or committee at any time.**