

TAYLORSTOWN CROSS COMMUNITY PRESCHOOL LTD.

STATEMENT OF PURPOSE POLICY

PRINCIPLES

We welcome you and your child to Taylorstown Cross-Community Preschool and trust the time spent here is both beneficial and happy. Taylorstown CC Preschool is a Limited Company with an equal opportunities policy. We receive only a small Government Grant and depend almost entirely on fees, donations and fundraising for day to day expenses, i.e. Staff wages, heating & lighting and replacing equipment etc, each year it is our responsibility to ensure that the preschool runs smoothly and is handed on in a healthy state to the parents next year. With this in mind all mums, dads and guardians are asked to attend our Annual General Meeting, which is held each October in order to elect our new members for the year. A copy of the preschools Articles of Association can be viewed on request.

OUR SETTING AIMS TO:

- provide high quality care and education for children below the statutory school age.
- Work in partnership with parents to help children to learn and develop.
- Add to the life and well-being of the local community.
- Offer children and their parents a service that promotes equality and values diversity.

PARENTS

Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved
- included at all levels

As a community based, voluntary managed setting, we also depend on the good will of parents and their involvement to keep going. Membership of the setting carries expectations on parents for their support and commitment.

WE AIM TO ENSURE THAT EACH CHILD:

- is in a safe and stimulating environment
- is given generous care and attention, because of our ratio of qualified staff to children.
- has the choice to join with other children and adults to live, play, work and learn together
- is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do
- has a personal key worker who makes sure each child makes satisfying progress
- is in a setting that sees parents as partners in helping each child to learn and develop
- is in a setting in which parents help to shape the service it offers.

HOURS

We are open for 38 weeks of the year, we usually close 3 days for Halloween, 2 weeks for Christmas, 3 days for Half-term, 1 day for St Patricks day, 2 weeks for Easter and the 2 May day bank holidays. Term starts at the start of September and ends and the end of June.

Please note all dates are subject to change and there will be some staff training days to add to these.

Playgroup morning session starts at 8.45am and finishes at 11:30am and our afternoon sessions starts at 12.30pm and finishes at 2.30pm.

CHILDREN CANNOT BE ACCEPTED OUTSIDE THESE HOURS AS THEY ARE NOT COVERED BY INSURANCE.

Your co-operation would be greatly appreciated, as the staff need time to set up the playgroup, to tidy up and do necessary preparation work before and after each session.

FEES

Our part time fees at present are £7.00 per day (afternoon session) and £1.00 per day for breaks (DE funded children only). The management have the right at any time during the year to change the fees, if expenses are exceeding income, but parents will be given advanced notice of any increase. Fees must be paid directly to the preschool Supervisor or by bank transfer. Fees must be paid for each day a child is booked into playgroup, even if absent or just an occasional day off.

No child is charged for playgroup holidays.

If however, your child is in hospital or has a long term illness, please contact the Supervisor and arrangements can be made to reduce weekly payments until full placement is resumed at the playgroup. There will be a one off registration fee of £20.00 per child or £30.00 for 2 children when registering your child in the group

THE SESSION

We organise our sessions so that the children can choose from and work at a range of activities and in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

BREAKS

Break is provided for each child mid-morning/afternoon. The setting makes break a social time at which children and adults eat together. We plan the menus for break so that they provide the children with healthy and nutritious food. We encourage the children to make their own sandwiches and provide fruit, cereal, toast, yoghurts, etc to encourage healthy eating. We also would encourage children to drink milk or water. Due to allergies there will be no food permitted from home unless discussed with the supervisor before hand, this includes birthday cakes, buns, sweets, etc. as we also promote healthy eating through our healthy eating policy.

TOILETING

We expect each child to be toilet trained before starting preschool, however assistance will be given when necessary. Toileting will be requested by the child and we try to promote good practice by encouraging children to wash their hands after using the toilet, this could be reinforced at home.

CLOTHES

Please put your child's name on their coat, jumper, etc. to avoid any mix ups and dress your child in clothes which they will have their freedom, without fear of getting them dirty! We recommend that your child wears a polo shirt, playgroup jumper, elasticated bottoms and Velcro strap shoes. Please also provide your child with a complete change of clothes in case of any accidents.

SETTLING IN

We would encourage you and your child to come along to our Annual Open Day. This will help you and your child familiarize yourself with the building and staff. Prior arrangements could be made with the supervisor to visit the playgroup on other suitable occasions. After discussion with the Supervisor you can decide how your child would settle in best at the group.

OUTINGS

During the term, we may go for short walks or outdoors for physical activities i.e. ball games, hoops and beanbags, etc. We ask you to give permission at the beginning of term for your child to do so. Other outings to places such as the Zoo are also planned, with a ratio of 1:3, we may ask parents to provide transport, help and supervision. Parents are asked to sign permission forms for his/her child to attend.

FILES AND RECORDS

Each child in their immediate preschool year will be observed while playing and a report will be taken home at the end of each term. We use this information to document the children's progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development. Records can be discussed or looked at on request. We also will be holding parents information sessions in October and June to discuss your child's progress and transition to primary education.

HEALTH AND ILLNESS

A child will be asked not attend preschool if they have a contagious illness i.e. chickenpox, measles, mumps, etc. Conjunctivitis is an infection and can be spread rapidly through children who are in close contact in play situations. If the Supervisor should approach you about any aspects of your child's health, please remember that she is doing so with the best interest of your child and the other children in the group and any problems will be dealt with in the strictest of confidence at all times.

EARLY YEARS

Our preschool is a member of the Early Years Organisation. Early Years also provides a discount rate insurance cover for the preschool and up-to-date training for Staff members. The preschool is also registered with Social Services. All Staff in the group are part of ongoing training, all members of Staff have relevant qualifications and are vetted through Social Services. The association offers support and advice on play, equipment, planning, etc.

POLICIES

Copies of the following policies are included in your induction file:

- Safeguarding Children
- Intimate Care
- Complaints/Comments
- Special Needs
- Health & safety
- Infection Control
- Managing Children's Behaviour
- Parent code of conduct
- Fees & payments

To view our other policies and procedures please ask a member of staff. Our policies are reviewed and updated annually.

This policy has been adopted by the preschool committee at a meeting on

Witnessed by _____ **(Chairperson)**

This Policy was reviewed on _____

Witnessed by _____ **(Chairperson)**

Complex Co-ordinator _____ **Date** _____