



Please complete the following documents and return to SVPS before your child's first day.

- *SVPS Parental Contract- signed*
- *How we are to bill you - signed*
- *Admission/registration form - signed*
- *All About me*
- *Funding claim & pattern of attendance form (if relevant)*
- *We will also need to see your child's birth certificate, Red Book and proof of your address at the settling session or before they start*
- *In addition there are permissions you must complete using the Family App, you will be sent login details.*

Dear Parents/Carers

We would like to welcome you and your child to Stannington Village Pre-School. We are open during term time. Pre-School sessions are held in the Green room at the Lomas Hall, in the morning 9.00am - 12.00 noon, and in the afternoons 12.00 noon – 3.00pm, (this session includes lunch – your child will need to bring a packed lunch).

We also provide an early start from 8am Monday to Friday and a late finish to 4pm, Monday to Thursday – both are subject to additional fees and to demand.

Please note sessions must be booked in advance - we do not provide any sessions on a drop-in basis.

Each session is run by 1 Manager, 1 Deputy & 3 supervisors. We have one member of staff appointed as a SENCO worker. A key person is designated to work with each child to ensure a personalised curriculum. Our staff aim is to guide each child through a stimulating play-based environment.

Please let us know if there are any changes to your contact details – we are dependent on the accuracy of this information when your child is ill or at other times that we need to get in touch.

You will find lots of information on our website;
<http://www.stanningtonvillagepreschool.co.uk/>

Pre-school Manager

Hannah Quarmby - SVPS Mobile - 07562121324 between 8am – 3.00pm.

Out of hours please send messages only.

Email - stanningtonvillagepreschool@hotmail.co.uk

Pre-school Deputy Manager

April Stewart SVPS Mobile - 07562121324 between 8am – 3.00pm.

Out of hours please send messages only.

Email - stanningtonvillagepreschool@hotmail.co.uk

Business Manager

Anne Fellows - Tel no: 07940821578

Email - SVPS@mail.com

FEES

Payment of fees is by Bank transfer.

- Fees for Pre-School are charged at the flat rate of £18.50 for per session, paid each half term.
- Early starts are £8 per day and late finishes are £8 per day, (subject to change & availability) paid each half term



- We ask for a small contribution of 30p per day toward the cost of Pre-School snack for children accessing funded hours.

If your child does not attend some of your booked sessions (including Earlies or Lates) the amount payable remains the same. Persistent late collection will incur a charge of £5 per 5 minute period or any part thereof over 15 minutes.

If your child is eligible for the Free Early Learning funding of 15/30 hours nursery education a week, (a max of 570/1140 hours per funding year) – please read the “Funding Options” section at the end of this document and complete the attached “How we are to bill you form”. More information can be found on our website.

If a child leaves pre-school without notice, pre-school will claim 4 weeks notice from the FEL. During this 4 weeks, the child will not be able to claim funding from another provider.

If your child is eligible for the grant but you wish to use your entitlement elsewhere you will be charged the current fee rate. Parents will be liable for all fees exceeding this.

ADMISSIONS –

SVPS full admissions policy is available on request.

- Admissions are taken from the Pre-School waiting list.
- The waiting list is run on a termly basis
- Additional sessions are allocated on an ongoing basis subject to availability throughout the year. Any requests for places or changes of circumstances, eg change of address, must be put **in writing** so they can be passed on to our administrator.
- New places are offered to children on the understanding that the place given will be for a half term assessment period. If after that time your child has settled the place will automatically become permanent. However, if it is felt that your child is not benefiting from Pre-School, we will discuss the matter with you, and your child will be re-offered a place at a later date. By taking this action we feel that we will be meeting the needs of all the children at Pre-School.
- We follow the Sheffield City Council guidelines when demand outstrips supply of places.
- All children **must** visit SVPS before taking up a place.

FAMILY

We use Family for our day to day communication with you. We will register your details on the system and they will contact you with registration information.

ARRIVALS

Please ring the bell/call our mobile number to be admitted to the building no earlier than 8am if attending breakfast club and

9-00am for the morning session. Staff are busy setting up the room for the children and our insurance does not cover any child left before this time. Please make sure we know your child is in the school room before you leave them.

COLLECTING YOUR CHILD

When you collect your child at the end of a session, please be prompt. Please note once your child leaves the school room, they become your responsibility. *It is important to inform the manager if someone other than yourself is collecting your child. We will only release children to someone other than you, by use of an agreed password*

ILLNESS

Please do not send your child to Pre-School if she/he has had an upset stomach, sickness, contagious skin diseases, eg cold sores, eye infections or even the common cold. You may think your child is well enough but illness spreads quickly. If you are un-sure please see your GP.

*If you have given your child any medication Calpol for example you **must** tell us.*

If your child is unwell, vomits or has diarrhoea during a session, we will ring you to collect them.

We are advised that children should not return to pre-school until 48 hours have passed after the last incidence of sickness and/or diarrhoea. Requests for pre-school to administer **long** term prescribed medication during the session will be considered, subject to the relevant facts, and approval by our insurance company.

CONFIDENTIALITY

Parents and carers should feel able to confide in any member of staff at Pre-School in total confidence. We encourage communication should any circumstances change that may effect your child, eg death of a family member or pet, new siblings, parents splitting up.

Individual records are kept to assess the ongoing development of each child; whilst confidential they are available to a child's parents on request.

Parents who assist at Pre-School should be aware that any information overheard whilst helping should remain totally confidential.

HEALTH & SAFETY

We comply with all current legislation. We are registered as a food business with the City Council Environmental Health Department. Further details can be obtained from a manager. Copies of all pre-school policies are available on request.

We would ask that the illness and allergy section of the attached registration form is completed as fully as possible – we cannot fully plan for your child's safety if we do not have all relevant information.

Please be aware we are a nut free setting. We reserve the right to restrict other allergens should the need occur.

ABSENCE CONTROL

Pre –school **are** required by the LEA to follow up non-attendance, as such we must ask that you phone us **each** time your child is absent so that we only follow up those absences where they may be an issue. The LEA Attendance policy can be found on our website on the information page (Code of practice)

If your child is absent for more than two weeks of any half term period with no contact, your child's place could be offered to the next on the waiting list and. Fees are still payable for the absent weeks. Special consideration will be given to illness and difficult circumstances. Please see your manager with any problems and the matter will be dealt with discreetly.

BEHAVIOUR MANAGEMENT

Pre-School adopts a holistic approach to Behaviour management. Hannah Quarmby is our Behaviour Officer. We have a strict no smacking policy. We positively encourage good behaviour, independence and sharing. When a child doesn't meet our behaviour expectations, we encourage them to think about what has happened, why they did what they did, how they felt, how others felt and what we could do differently next time. We then encourage children to make amends for what has happened.

EQUAL OPPORTUNITIES

All staff at Pre-School work to promote sessions that are free from discrimination of any kind. We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families using our setting

CODE OF CONDUCT

We aim to make Pre-School a friendly welcoming place for everyone. In order to make the atmosphere as pleasant as possible could we all bear the following points in mind.

- People are of equal worth so please treat everyone with respect including children regardless of their race, sex, age, disability or religion.
- No shouting or swearing.
- We believe it is unnecessary for children to be smacked and handled roughly. Advice and support can be given if required.
- Treat other people as you would wish to be treated yourself.
- Racist and sexist remarks will be challenged.
- Lomas Hall is a NO SMOKING building.
- Respect and take care of Pre-School property.
- Try to be positive, praise makes us all, adults and children, feel better.

SAFEGUARDING - CHILD PROTECTION

- All staff are DBS checked, and all references are followed up.
- Each child is recorded on the register on arrival by a manager or a qualified member of staff.
- During the sessions should a child need to leave the green room for any reason, eg toilet, only a DBS checked person may accompany them.
- At the end of a session children are handed back to their parent/carer. If a different adult is collecting your child this should be arranged with the manager (prior to the end of session) so a password can be put in place. If the manager is in any doubt it may be necessary to contact you for verification. Your child **will not** be handed over to a person unknown to pre-school without a password. **This is for your child's safety.**
- We have a responsibility to make sure the children at Pre-School are happy, cared for and can play in a safe environment. We may need to talk to you about any concerns we might have about your child.
- We will ask you for an explanation if we notice any marks or unexplained injuries on your child that you have not told us about. We will listen to what you have to say. If your child brings to our attention in any way something that gives us cause for concern, we will check it out with you. If we are still worried following discussing it with you we will contact social services duty team, and you will be informed of this. Social Services decide if the matter will be taken further.
- We would appreciate being kept up to date with changes at home which may affect your child; a new baby; anybody moving in or out of the home.
- We have safeguarding procedures, aims and objectives to follow; we will share these with you. We will always try our best to keep you informed. It is our aim to work towards what is best for your children and your family.

The Early Years Foundation Stage

We are required to observe the requirements of the Early Years Foundation Stage (EYFS). The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years experts and parents. It has specific guidance on what children should experience and on how we should be managed. The link below has been specifically designed to answer and questions you may have. It covers what you can expect as a parent and the provision your child

[Early years foundation stage - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Key Person System

We use the key person system ensuring focussed attention to the needs and development of each child and family. As your child starts at pre-school we will allocate a key person, whose role is to promote the development of positive relationships with to ensure that the needs of the child are

best met. Your child will get to know their key person well, but this is not the only member of staff they will get to know.

Key Person **will**

- Build a relationship with your child and support your child during the settling in period.
- Will maintain your child's records folder – collecting evidence of their pre-school experience. Will carry out regular observations and assessments, and use the knowledge obtained to ensure pre-school planning is meeting their needs. Devise individual education plans and contribute to all levels of planning.
- Will contribute to pre-schools child protection system.
- Will share information with you ensuring that you are aware of what your child has experienced/ enjoyed /disliked.
- Will be your point of contact at parent feedback sessions.
- Will share information with other providers who care for your child.
- Will prior to your child moving to full time education, share information with the reception teacher to facilitate a smooth move to school.
- Key Person **will not**
- Shadow your child throughout a session.
- Liaise only with their key children.
- Prevent other adults within the setting forming appropriate relationships with their key children.

From time to time it may be necessary to change your child's key person. Please be assured that this only happens in rare circumstances for e.g. when your child and a key person no longer attend the same sessions, or your child and another staff member have a strong relationship.

Parental Responsibility

We will ask you who has parental responsibility for your child.

Parents with parental responsibility include the following:

- The child's mother
- The child's natural father if the parents were married at the time the child was born or who has subsequently married the mother during the child's minority
- The father if the parents were not married at the time of the child's birth, but only through a court order
- By agreement with the mother under a prescribed form of agreement under the Children Act (not just any form of agreement) By acquisition of parental responsibility by being registered or re-registered as the child's father on the birth certificate
- The child's appointed guardian or the child's adoptive parents.
- A local authority if the child is in care.
- Anyone else granted parental responsibility under a court order.

You must inform us of any changes in Parental Responsibility to your child.

DATA PROTECTION

We are required to collect data on you and your child as part of our obligation to provide funded education, ensure children are kept safe and that they make good progress. Our privacy notice and that of Sheffield City Council can be found on our website. Please take the time to read it.

How long will we keep your information?

We will keep your information in accordance with legal requirements: which typically is when your child reaches 25.

What are your rights?

You have rights under Data Protection law including the right to withdraw consent. For further details about your rights, the contact details of our data protection officer and your right to make a complaint please contact us at svps@mail.com

If you have any concerns about the safety of your information or would like more information or would like to see our written policy on how we protect your information please talk to Anne Fellows who can assist you further.

INCLUSION & ADDITIONAL NEEDS

We aim to provide an environment in which all children feel included and safe. We will observe and assess your child's needs and tailor activities to reflect their interests and abilities. From time to time children need additional support and our SENCO will work with you if we feel additional this is required.

We will call upon the services of outside professionals such as speech therapists, health visitors and paediatricians as

required. Staff will attend any training identified to support children with additional needs.

COMPLAINTS PROCEDURE

Usually things go well at Pre-School but sometimes things happen which you may be unhappy about, for example:-

1. Someone says something to you that you do not like.
2. You feel you are being unfairly treated.
3. You do not agree with the decisions being made.
4. You do not feel that you are getting any help or support.

What can I do about it?

Whatever the problem do not keep it to yourself. Talk to someone about it, usually a member of staff will be able to help. **It is okay to ask for advice or to complain.** We can only improve our service if we are made aware of any problems. You can contact our chairperson **Justine Martin on 07887870043** for help or advice.

Informal Stage

This is where the people involved with the problem try to sort it out with you.

Investigation Stage

This is used when things cannot be resolved at the informal stage. This involves a formal investigation into your complaint by the committee.

Review Stage

If you are still unhappy with how your complaint has been handled you can contact:

Ofsted via the helpline, 0300 1231231, or

WWW.ofsted.gov.uk

Sheffield Social Care Services, 0114 2734855,

WWW.sheffield.gov.uk

This information is available in an extended form on our Pre-School notice board