

**Tring Community Association**

**Now you are ready to  
start at**

**Tring Community  
Preschool**



**Tring Community Centre, Silk Mill Way, Tring, Herts  
HP23 4QS**

**Telephone: 07958 261539**

**Email: [tringcc@dsl.pipex.com](mailto:tringcc@dsl.pipex.com)**

**Website: [www.tringcc.dsl.pipesx.com/preschool.htm](http://www.tringcc.dsl.pipesx.com/preschool.htm)**



## Opening times . . .

Our Pre-school is open Monday - Friday (during term time only – 38 weeks per year)

Morning sessions run from 9.00am – 12noon (3 hour session)

Morning sessions run from 9.15am – 11.45am (2.5 hour session)

## Arriving and leaving the Pre-school . . .

There are parking facilities at the front of the building – please be careful when arriving and leaving the premises.

You are responsible for your child and your child's behaviour until the room opens at 9.00 am. Please stay with your child and try to encourage them not to run around whilst waiting.

When collecting your child please arrive for 5/10 minutes earlier and wait in the foyer – your child will be brought to you.

Please note: We may find it necessary to ask some parents/carers of new children to collect them earlier as it can be unsettling to some children when other parents/carers arrive.

### **Please inform us if someone else is collecting your child after the session.**

If your child is being collected by someone else unknown to Pre-school staff and/or is not on the pick up list for your child then we will issue you with a **password** – this will be given to you when you inform us of who is collecting your child. This **password** must then be used by the person/s collecting your child (please note that a separate password will be used each time and the person/s collecting your child **must be aged 18+**). This is very important for your child's safety.



## Fees / term dates explained . . .

There is a charge per session per child (please note that fees are reviewed yearly and are likely to increase in September).

Fees **must** be paid for each ½ term with all outstanding fees paid up to date by the end of each full term to guarantee your child's place for the following term.

**Please note: Fees can be paid weekly by arrangement with the Pre-school.**

**Nursery grants** are available for children who are aged 3+ by the start of each full term.

Children will be entitled to 5 free sessions per week (2.5 hours).

**Support funding** is available for children who are aged 2+ and whose parents/carers are in receipt of certain benefits depending on income. If in doubt that you qualify please ask a member of staff.

Children will be entitled to 3 free sessions per week (2.5 hours)

**Nursery grants** are available at the start of each full term – your child is entitled to claim during the following terms:

**Spring term** (January – Easter) – children must be 3 between 1<sup>st</sup> Sept – 31<sup>st</sup> Dec

**Summer term** (after Easter – July) – children must be 3 between 1<sup>st</sup> Jan – 31<sup>st</sup> March

**Autumn term** (September – December) – children must be 3 between 1<sup>st</sup> April – 31<sup>st</sup> August

If your child receives nursery grants / support funding but you wish your child to attend for the full 3 hour sessions you will be required to pay for the extra ½ hour per session

PLEASE SEE NOTICE BOARD FOR CURRENT FEE LISTING.

**Please note: Fees are still payable even if your child is absent.**

## **Medicines, first aid and accidents . . .**

Staff will only administer 'emergency medicines' to a child at Pre-school - **inhalers or allergy related medicines**. Permission from a parent/carer will be required in order for us to administer such medicines - **(please make sure that you complete this form)**.

If your child requires an inhaler / allergy related medicines – please ensure that these are brought in daily in a separate 'named' bag (not your child's 'book bag').

All medicines **must be** labelled and your child's name written clearly on them.

All our staff will be **trained in first aid**. A first aid box will be kept on the premises and in the event of any accident your child will be cared for and appropriate action will be taken. All records will be kept in the **Accident book** which the parent/carer will be required to sign.

In the event of a **serious accident** an ambulance will be called **immediately** and the parents/carers will be informed. IT IS THEREFORE VITAL THAT THE PRE-SCHOOL HAS UP TO DATE CONTACT NUMBERS.

Please inform the Pre-school if your child comes into Pre-school with any cuts/bruises that occurred at home – if we notice any marks that we cannot attribute to any accident/incident that has happened during the Pre-school session we may ask you about the marks.

Please follow '**exclusion period**' if your child is unwell (Pre-school booklet) as this will help to keep the spread of any infection to a minimum. Please inform the Pre-school if your child has been diagnosed with a contagious disease.

**It is important that you inform the preschool if your child has been diagnosed with a contagious disease.**



## **Snack time . . .**

We have a **Healthy Eating Policy** and we feel snack time is the ideal time to introduce healthy options for the children and to encourage them to try new foods (eg from different countries). The children will have the opportunity to have fresh fruit / vegetables and a choice of milk of water to drink accompanied by other healthy choices.

To enable us to offer a good variety each week we ask each parent / carer to bring in either fruit / vegetables during their child's COLOUR GROUP'S **Snack Week**. Each parent / carer will be given the dates of their weeks.

Water is available for children to drink at any time during the session

## **Birthdays . . .**

We love to celebrate special events with the children – so a birthday is very special to us and children enjoy feeling special on their big day. Your child will receive a birthday card and a small gift from his/her friends at Preschool.

We do operate a **Healthy Eating Policy** – this means that we do not allow parents / carers to bring in sweets or a birthday cake on their child's birthday – we will have a 'pretend' cake that the 'birthday boy or girl' can decorate and blow out 'real' candles - whilst we sing Happy Birthday.

## **Book bags . . .**

Your child will be given a book bag – please use this to bring in things s/he may need from home. If needed for SHOW and TELL sessions you will be informed.

PLEASE TRY AND DISCOURAGE YOUR CHILD FROM BRINGING IN SWEETS OR CRISPS – it only upsets them when we have to put them to one side until after the session as we do not allow them to be eaten during the session.

## What should my child wear . . .?

In order to feel free to explore and experiment with all kinds of material including 'really messy' ones – it is best to send your child in clothes that are easily washed and are not too new. We do provide aprons – but we like to encourage the children to be independent and try to put their own aprons on and to wash their own hands after an activity – this does result in some paint getting on their clothes at times.

To enable your child to grow in independence and confidence please make sure that the clothes they wear have simple fastenings so that s/he can go to the toilet by themselves. In the event of an 'little accidents' we do have some spare clothes at Pre-school (if our clothing is used please can we ask that the clothes are washed and returned to us as soon as possible – alternatively, please bring in a change of clothes for your child in his/her bag)



## Outside Play . .

We like to take children out for some 'fresh air' nearly every day (weather permitting) please provide suitable clothing for the seasons:

**SPRING / SUMMER** – named sun hat, named sun cream (a form will be sent out for permission)

**AUTUMN / WINTER** – hat, gloves, coat and wellies (slippers/indoor shoes can be put on)

Please **REMEMBER** to name all items of outdoor clothing including coats / shoes / wellies

## Parents / Carers Involvement . . .

During our **Spring and Autumn terms** parents/carers **consultations** will take place. These meetings will give you the opportunity to discuss your child's development with his/her key worker.

Every full term you will receive a short report on your child's development / next step plan in all the six areas of development. At the end of your child's preschool time you will receive your child's '**final report**'

We have an '**open door**' policy – which means that you are welcome to meet with your child's key worker at any time to discuss any concerns regarding your child's development or well being.

You are always welcome to stay at any session to help or to observe – for you are as much a part of the group as your child. We do understand that some parents/carers have more time than others to get actively involved but any help and support you give will always be very much appreciated – you may have a special skill, interest or job which you would like to share with the children – we are always looking for people to come along and share their knowledge with the children.

Parents/carers will not be left alone with the children or asked to escort the children to the toilet.

Each ½ term you will receive newsletters (by letter or email) fees slip, activities at home letter.

Any topical information or updates will be given out during the term. We have a notice board in the foyer for current information for parents/carers.

Each child has development records kept – monitoring his/her development. This will involve the partnership between parent/carers and the Pre-school.

Please feel free to let us have any information about other groups, facilities or events which you feel may be of interest to other parents/carers.

## **Absent . . .**

If you know that your child is going to be absent from Pre-school for any period of time (eg holiday) please can you inform the Pre-school of the dates

If your child is sick – please try and telephone and let the Pre-school know.

**PLEASE INFORM US IMMEDIATELY IF YOUR CHILD HAS BEEN DIAGNOSED WITH A SERIOUS / CONTAGIOUS DISEASE**

## **Does my child need to be toilet trained . . .?**

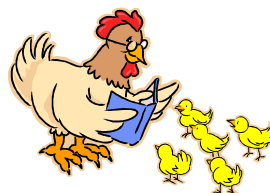
It is not essential that your child is toilet trained – our staff will work together with you to help train your child to feel comfortable using the toilet. The toilets can be rather scary to some children so a potty may be supplied by the parent/carer for a short time only. Please supply changes of clothes when your child is first starting to use the toilet – in case of any slight accidents. Please do not feel all is lost if your child has few days/weeks of accidents – please persevere.

## **It would be most helpful if you could ask your child if s/he needs to go to the toilet before entering the Pre-school in the morning**

If your child is still in nappies our staff (your child's key worker) will only change him/her if the nappy is soiled/extremely wet or uncomfortable – so please provide spare nappies and any wipes required to enable us to do this during the session. A clean nappy put on just before starting Pre-school may help.

## **Key workers . . .**

Your child will be placed into a colour group RED, BLUE or YELLOW, depending on age. A member of staff will be allocated a colour group – becoming your child's key worker and s/he will be responsible for your child's development records and reports. Regular meetings will be made available for you to come along to see your child's report and have a brief discussion with your child's key worker (during Spring and Autumn term)



## **Our staff . . .**

All staff are recruited, employed and supported by Tring Community Association. There are three members of staff – who have regular meetings to plan the curriculum, organise daily activities and be responsible for the daily care of your child during the session. To help provide the continuity and a familiar environment for your child all three staff members will present each session and are supported by extra staff – available to cover in emergencies or staff absences. Parent/carers will be informed if key worker is away.

Staff will be available for discussion at 8.30 am – 9.00 am or 12 noon – 12.30 pm – meetings may be arranged during session times by appointment only.

From time to time we may have childcare students from local colleges/schools or volunteers joining us – giving us additional help and support. They will all be required to follow our routines, policies and procedures.

Our staff will continue to learn new skills – our staff and qualifications are displayed on the parent/carer notice board.

## Fund raising . . .

The money we raise will be used to provide more choice and variety of equipment and materials for the children to use – we hope you will support events which will bring in very welcome funds for our Pre-school as well as a good get together for parents/carers, children and staff. By getting actively involved your child will feel that you too are part of the group.

If you have ideas for fund raising, please let us know. We do occasionally hold meetings for parents/carers to attend with their ideas, thoughts.



## Our morning routine . . .

**9.00 am** – ‘Morning welcome’ registration, day and weather song, days activities (red /blue group only)

**9.15 am** – ‘Creative time’ – involving construction, jigsaws, drawing, painting, tracing, stencilling, news books, dough, sand, water , computer, technology equipment, role play. dressing up, books, cooking, maths, sewing, music, small world play and our topic work

**10.30 am** – ‘Tidy up time’ – all children are encouraged to help tidy the play room

**10.45 am** – ‘Rhyme time’ – children can choose to join in singing or look at books

## WASH HANDS FOR SNACK TIME – IN COLOUR GROUPS

**11.00 am** – ‘Snack time’ – the children will sit on their table with their key worker, the older children are encouraged to pour their own drinks, prepare own snack – it is the time when we promote healthy choices and good manners.

**11.20 am** – ‘Physical playtime’ – which can involve balls, bean bags, tents, tunnels, climbing frame, balancing, music and movement, games or outside play

**11.45 am** – ‘Together time’ –we all come together in a circle for stories – it is a very valuable time for the children to learn to listen to each other and also for adults to give time to listen to the children

**12 .00 noon** – ‘Home time’ – time to say goodbye





## **The curriculum**

### **Personal, social and emotional**

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self respect. They are encouraged to work individually and also take part in group work – learning to share and co-operate with other children and adults. Through activities, conversation and practical example they learn acceptable ways to express their own feelings and to have respect for the feeling of others.

### **Communication, language and literacy**

In small and large groups, children listen attentively and talk about their experiences. They use a growing vocabulary with increasing fluency to express thoughts and convey meaning to their listener. They listen and respond to stories, songs, rhymes and poems. They make up their own stories and take part in role play with confidence.

Children enjoy books and how to handle them carefully. They learn that words and pictures carry meaning and that in English print is read from left to right and from top to bottom. They begin to associate sounds with patterns in rhymes, with syllables and with words and letters. They start to recognise their own name and some familiar words. They begin to recognise letters of the alphabet by shape and sound. In writing they use pictures, symbols, familiar words and letters – to communicate meaning, showing awareness of some of the different purposes of writing.

### **Problem solving, reasoning and numeracy**

By means of adult supported practical experiences, children become familiar with the sorting, matching, ordering, sequencing and counting activities which form the basis of early mathematics. As they develop their skills and understanding the children are assisted to learn and use the mathematical terms identifying objects by shape, position, size, volume and numbers.

### **Knowledge and understanding of the world**

Children talk about where they live, their environment, their families and past and present events in their own lives. They explore and recognise features of living things, objects and events in the natural and made world and look closely at similarities, differences, patterns and change. They show an awareness of the purpose of some features of the area in which they live. They talk about their observations, sometimes recording them and ask questions to gain information about why things happen and how things work. They explore and select materials and equipment and use skills such as cutting, joining, folding and building for a variety of purposes. They use technology, where appropriate to support their learning.

### **Creative development**

Children are encouraged to explore sound, colour, texture, shape, form and space in two and three dimensions. They respond in a variety of ways to what they see, hear, smell, touch and feel. Through art, music, dance, stories and imaginative play they show an increasing ability to use their imagination, to listen and to observe. They use a widening range of materials, suitable tools, instruments and other resources to express ideas and to communicate their feelings.

### **Physical development**

Children move confidently and imaginatively with increasing control and co-ordination and an awareness of space and others. They use a range of small and large equipment and balancing and climbing apparatus, with increasing skills. At the same time children are supported in the development of fine motor skills required to use tools, including pens, pencils and to handle small objects with control and precision.