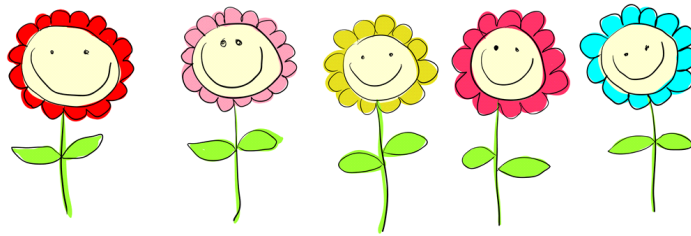


**Tring Community Association
Registered Charity No. 282202**

Tring Community Preschool



**2008
Prospectus**

Tring Community Association

Tring Community Preschool



**Tring Community Centre
Silk Mill Way
Tring
Herts
Hp23 5EP**

Telephone: **07958 261539**

Office: **01442 890192**

Website:

www.tringcc.dsl.pipex.com/preschool.htm

Email: tringcc@dsl.pipex.com

Staff:

Play leader . . . Ms L Eaton

Deputy Play leader . . . Mrs M Brandon

Play Assistant . . . Miss L Dionasis

Special Education Needs Assistant . . . Mrs L Jones

Relief staff . . . Mrs S Porter and Mrs S Clarke

Centre Manager . . . Mrs K Bowden



Welcome to Tring Community Preschool

Introduction . . .

The Pre-school is run by Tring Community Association at Tring Community Centre for the benefit of local children and their families. The Pre-school is registered with OFSTED as required by the Children Act 1989 and we have regular inspections to maintain a high standard of childcare. We are also a member of the Pre-school Learning Alliance which is a national charity committed to the quality care and education of the under 5's.

The Tring Community Association is run by a voluntary committee who meet every month – the names and contact details of the committee members and the centre manager are displayed on our parent/carer notice board.

Entry into Pre-school is a milestone in your child's life and we understand that this is a big step for you and your family too – we will do our best to support you and your family to ensure that your child is settled and happy at Pre-school.

We hope that you and your family and especially your child will enjoy the Pre-school and leave with many happy memories of your time here.



Our aim is . . .

- . to enhance the development and education of children under statutory school age in a family-involved community based group
- . to provide a safe, secure and stimulating environment
- . to work within a framework that ensures equality of opportunity for all children and their families

The Pre-school gives children the opportunity to develop and learn new skills. Through our staff's guidance and expertise the children learn:

- . to share and play with other children
- . to express themselves in a variety of ways
- . to become independent and confident in their own ability
- . to trust new adults and accept new situations
- . to develop their language and listening skills
- . to develop their creative and physical skills
- . to develop their knowledge and understanding of the world
- . to develop their mathematical skills
- . to work things out

We encourage the children to explore and learn about many different things by supplying them with a varied selection of materials, equipment and activities

We feel that it is important that all children here learn for themselves and at their own pace – so we support and encourage the children but try to resist the temptation to be over helpful

Children gain in skill and understanding through play,
especially if they can share their joy with an adult –
to talk about their adventures and discoveries

Our accommodation . . .

We have exclusive use of the centre's small hall plus the occasional use of the large main hall for our physical playtime (when not in use by other organisations). We have our own storage within the small hall and access to the kitchen for preparation of our mid-morning snack and cooking activities. Leading off the main hall is a small grassed area that is fenced off to provide us with a safe environment for our outside play. We have security buzzers on the main door into the small hall.

We use the toilets in the foyer – for health and safety reasons we ask that other organisations using the hall at the same time as Pre-school to use the disabled toilets.

In order to maintain our high standards of care the children are always accompanied by an adult with a current CRB check.

We have a NO SMOKING policy throughout the hall and the outside play area

Admission arrangements . . .

The minimum starting age at Tring Community Pre-school is 2.5 years.

There are 16 – 20 places available each session – dependent on ages attending on any given day. We cannot exceed these numbers under any circumstances. You will need to inform us 6 weeks prior to your child leaving (eg new nursery, school or moving house) – to avoid being billed for the following ½ term.

Opening times . . .

Our Preschool 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.

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 explained . . .

There is a charge per session per child (please note that fees are reviewed and are likely to increase every 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. Fees can be paid weekly by arrangement with the Pre-school.

Nursery grants are available for children who are 3 years+ by the start of each full term. For younger children **support funding** may be available for families receiving certain benefits – please ask for more details. If in doubt please discuss it with Preschool staff.

Nursery grants – children will be entitled to 5 free sessions per week (2.5 hours)

Support funding – children will be entitled to 3 free sessions per week (2.5 hours)

If your child also attends other preschools we will require you to complete forms as these sessions are the maximum your child can attend 'free'

Fees are payable even if your child is absent.

If you wish your child to attend for 3 hours you will be required to pay for the extra half an hour per session



Settling in procedure . . .

When your child first starts Preschool, be prepared to stay if s/he needs you – to help them adjust to their new surroundings. Most children take a while to settle in and naturally some take longer than others, but do not be discouraged – they will settle in. We are sensitive to the needs of both the parent/carer and the individual child – together we will decide when your child is ready to be left.

If your child is still a little upset when you leave then please give us a call during the morning to check that they have settled – because usually whilst you are at home worrying, they are happily playing.

If your child cries when they see you at 'home time' it is unlikely that s/he has been crying all morning – a member of staff will be available if you have any concerns at the end of the session.

If your child was to become really upset or distressed – please be assured that we would not hesitate to contact you.

We want your child to feel safe and happy during the sessions they attend and to be able to share with their parent/carer afterwards the new learning experiences they have enjoyed.

In order to achieve this we will:

- . arrange visits for you and your child previous to admission date
- . meet the individual needs of the child and their parents/carers – by having a flexible admission procedure encouraging the parents/carers to leave their child for brief periods at first gradually building to longer periods
- . support the child and their parents/carers for as long as it takes for him/her to settle, and reassure them
- . introduce new children into the setting on a staggered basis – allowing the child to spend time to adjust and be supported by his/her key worker
- . use a 'settling in plan' with your child's key worker

Children cannot play or learn successfully if they are anxious or unhappy. Our **settling in procedure** aims to help parents/carers to help their child feel comfortable in Pre-school and to benefit from what we have to offer and to be confident that their parent/carer will return at the end of the session.

What does the morning involve for my child . . . ?

Children like the security of routine, so the morning usually follows the same pattern. We believe that play is an essential part of all children's learning and development so we provide 'child centred' activities in a stimulating and safe environment.

During the session children are encouraged to select their own activities – this provides them with creative, imaginative and role play opportunities. They can express themselves and come to terms with aspects of their own lives and the world in general.

Our trained staff will help your child to develop their learning skills using various activities and topics – some work will be kept here for display and/or development records.

If your child does not bring any 'creative work' home – please rest assured that s/he will still have been busy in many of the other activities on offer for them to experience during the session.

Our weekly / yearly topic plans for '**Early Years development**' and our '**daily routine**' are displayed on the parents/carers notice board



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 you may wish to bring in your child's potty (if preferred - 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 a 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 will only change him/her if the nappy is soiled/extremely wet or uncomfortable or for medical reasons – 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.**

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. We also have a special education assistant and emergency staff available to cover any staff absences.

The staff work using the **Key worker system** – each member of staff is responsible for a small group of children. This involves communicating with the parents/carer's and the daily observation and reports of the children in their group.

Snack time . . .

We have a **healthy eating policy** at Pre-school so we will always try to encourage the children to have a healthy snack – fruit / vegetables and other healthy snack choices everyday with a choice of milk or water.

Parents/carers are required to bring fruit/vegetables in during their child's '**colour group fruit week**'

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. If your child requires an inhaler / allergy related medicines – please ensure that this is brought in daily in a separate bag (not green nursery bag). All inhalers / medicines **must be** named/labeled and consent forms **must be** signed and completed.

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 and the parents/carers will be informed immediately. 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.

Health and safety . . .

The health and safety of all our children and staff is of paramount importance. We are committed to safeguarding and promoting their welfare. We have risk assessments in place during the normal preschool sessions. All staff and volunteers share this commitment and responsibility.

Confidentiality . . .

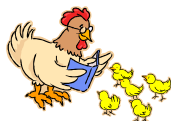
To ensure those using and working in the Pre-school can do so with confidence we will respect confidentiality at all times.

Special Education Needs . . .

Our aim is to work with the parents/carers of the child and the professionals to identify, assess and deal with special education needs. We achieve this by providing appropriate activities for monitoring the development of your child through close observations and record keeping.

We provide a Special Education Needs Coordinator (SENCO) to work alongside parents/carers and other professionals. Close consultations with parents/carers is an essential part as is the advice we receive from outside agencies. Children may be given an Individual Education Plan (IEP) and this will be discussed regularly with parents/carers

The Deputy play leader is our SENCO



Behaviour management. . .

We believe children and adults flourish best in an ordered environment – we encourage the children to have caring attitudes and to develop self discipline and control. We try to nurture children's self esteem and will praise and reward positive achievements

We do follow our **preschool 'room' rules** which help the children to understand their responsibility to themselves and others

The deputy play leader is our BEHAVIOUR MANAGEMENT COORDINATOR

Reporting to Parents / Carers . . .

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

You will receive a copy of your child's development report / next step plan for the following term before the consultations take place.

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.

Child Protection . . .

We will promote an environment which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to in accordance with our **Child Protection policy and procedures**.

We are obliged to inform the relevant authority of any concerns regarding child protection and we are aware of our responsibilities regarding the health and safety of the children and our staff.

The care and safety of the child will always be paramount and the Pre-school will do all it can to support and work with the child and the family unit.

Our play assistant is our CHILD PROTECTION OFFICER

Equal Opportunity . . .

Within the Pre-school setting we will ensure that all children/adults are treated equally, regardless of gender, race, cultural and religious background and disability.

The Association is committed to ensuring equality of access for all the community.

Complaints / Compliments . . .

We pride ourselves in forming good relationships with parents/carers and by working together we are able to deal with most problems / anxieties that may arise swiftly and efficiently within the Preschool. If a parent/carer still feels they have a complaint that cannot be resolved in this way they are entitled to follow our formal complaints procedure.

Equally important to us are your compliments – these can be expressed in the same way

What do I do now . . .?

If you wish your child to attend Tring Community Pre-school – please complete the waiting list form. The Pre-school will then be able to contact you by letter. The letter will invite you and your child to come along for a short visit where you will be able to talk to your child's key worker about his/her 'settling in plan'. You will have the opportunity to talk to other staff members / play leader about the group and ask any questions which you may have.

Please go to our website for all our **policies and procedures** or please ask for a written copy if you do not have access to a computer. It is **important** that you read and understand the information on our **policies and procedures**.

You will also be able to view our '**now you're ready to start preschool**' booklet (please note: these require updating at times so may not always be accessible – please keep trying)

Summary . . .

We at Tring Community Preschool - pride ourselves on being friendly and caring. We have talented staff and volunteers who work as a team and are committed to delivering a very high standard of child care thus providing the highest possible standards of learning for your child.

We hope this prospectus has been helpful – if you have any questions or queries please contact us.

