

Titchmarsh

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Pre-school



PLA Accreditation Scheme - Aiming for Quality

Awarded to Titchmarsh Pre-School 2007

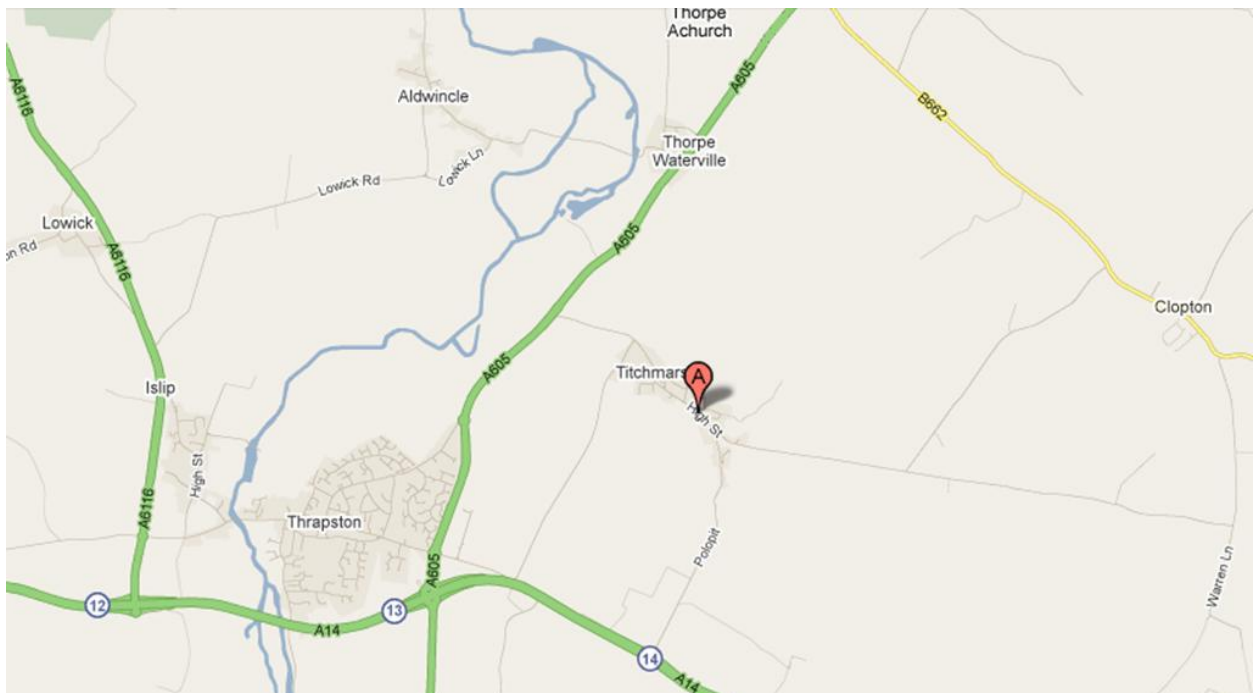
TITCHMARSH PRE SCHOOL GUIDE

Address: Titchmarsh Pre-School
The Club Room,
High Street,
Titchmarsh, Kettering,
Northants NN14 3DF

Telephone number: 07879 072796
(Session times only)

Website: www.titchmarshpreschool.co.uk

Location Map:





Dear Parent,

Welcome to Titchmarsh Pre-school. We are a voluntary organisation which was first established in 1985.

Situated on the High Street of Titchmarsh village, we are a community pre-school, which are affiliated to the Pre-school Learning Alliance and the Early Years Childcare and Development Partnership (EYCDP). We comply with Ofsted standards and in January 2011 we underwent an Ofsted inspection when our standards of provision were rated as 'good'. For a copy of the report, please see the Ofsted website: www.ofsted.gov.uk

We have children from Titchmarsh and the surrounding towns and villages. Many of the children do go on to Titchmarsh C of E Primary School and we maintain a strong link with the school, especially for the rising 5's in their final term with us.

We provide a safe and stimulating environment in which children are encouraged to learn through play. Achieving this involves everyone, the children, the staff and their supporting Committee team, and of course you, the parents.

A development in the OFSTED requirements means that we have adopted an individual curriculum for each child. Observations are then carried out to monitor each child's progress in relation to the curriculum. This process forms part of the Foundation stage of a child's development. The Supervisor, or your child's allocated Key person are the main points of contact at pre-school in relation to your child's development and time with us.

Later on in the academic year, your key person will arrange to meet with you during a convenient session time, to discuss your child's progress and to share the information resulting from the observation process. Please do not feel however that you have to wait until this arrangement is made. You can see your child's Key person and/or the Supervisor at the start of any session.

Everyone is welcome at our Pre-school and we hope that you and your child will enjoy your time with us.

The Staff & Committee
Titchmarsh Pre-school



INTRODUCTION

Titchmarsh Pre-school caters for children from 2 years 6 months to school age. Currently we can host a maximum of 26 children at each session.

Our aims are:

- to enhance the development and education of children in a parent-involved community based group.
- to provide a safe, secure and stimulating environment.
- to help your child to prepare for their entry to school
- to ensure equality of opportunity for all children and families.

We will offer your child:

- a specially tailored curriculum leading to the early learning goals
- individual care and attention by ensuring a high ratio of adults to children.
- an environment where learning is fun and children feel able to forge new relationships and explore the boundaries of their knowledge.
- the support of a personal “key person” who will monitor and report on your child’s progress opportunities for their family to be directly involved in the activities of the pre-school

The pre-school complies with all the standards laid down by OFSTED.

The building in which we are located is overseen by the Titchmarsh Club Room Committee who ensure that the requirements of the Health & Safety Officer and the Fire Authority are complied with.

This guide provides all the essential information that parents & carers may need when their child is due to join the pre-school. The management and operation of the pre-school is governed by the statutory requirements and a set of policies that have been developed and agreed by the pre-school staff and committee. Many of these are referred to, or extracts are taken from them for inclusion in this guide. A full list of the policies and the relevant sheet numbers can be found on the last page.

If you would like a copy of any specific policy please visit our website or speak to our Supervisors or Chairperson.



PARENTAL INVOLVEMENT

Parents are the first and most important educators of their young children. As a pre-school we aim to support parents in this role. (*Reference - Policy No 15*)

Parents are welcomed:

- to sit in on sessions if they wish to
- to liaise with our Supervisor, their child's key-worker and Chair of the Committee
- to assist with fund raising
- to take part in the management of the pre-school, contributing through the Committee meetings. New Committee members are always very welcome. The AGM is held during the autumn term at which new members are elected. Dates for meetings are posted in advance on the entrance area notice board.

Communications with parents take various forms, via notices on the notice board located in the entrance to the Club Room, through a Pre-school Newsletter, from emails and information on our website and via direct mailings where appropriate. A book bag system is in operation, which has been introduced to help with the distribution of information and communications with parents.

FEES (effective from Autumn Term 2010)

(*Reference - Policy No. 26*)

A one-off fee of £15 (from September 2010) will be charged when you submit Registration forms for your child to attend Titchmarsh Pre-school. This fee covers the provision of your child's book bag and associated personal administration (snack mat, name cards, home to school book, observation folder etc). This fee is non-refundable should you choose not to take up the place.

Titchmarsh Pre-school is registered to provide up to 26 places at each session:

When registering children at the start of preschool, we prioritise all placements by the age of the child.

Morning Session	9.15am to 11.45am	Monday – Friday (Closed Bank Holiday Mondays)	38 weeks	£8.00
Morning Session + lunchtime	9.15am to 12.15pm	Monday - Friday	38 weeks	£9.60
Afternoon Session	12.15pm to 2.45pm	Tuesday - Friday	38 weeks	£8.00
Afternoon Session + lunchtime	11.45am to 2.45pm	Tuesday - Friday	38 weeks	£9.60
Full Day	9.15am to 2.45pm	Tuesday - Friday	38 weeks	£17.60
Lunchtime	11.45am to 12.15pm	Monday - Friday	38 weeks	£1.60
Current Hourly Rate	Minimum of 15 minute intervals			£3.20 hour



If you wish your child/ren to attend an additional one off session or stay for lunch, please speak to a supervisor or email the Registrations Secretary to check that we have availability for the session. Children staying for the lunch require a healthy packed lunch or you may choose to pay for a hot lunch.

PAYMENT ARRANGEMENTS

Each month an invoice is issued in advance directly to parents/carers. These detail the number of sessions booked for the month and the total cost, enabling parents to check that the information is correct. Any additional sessions taken will be applied to the following months invoice. Payment can be made in cash or by cheque but preferably by bank transfer. The bank details can be found on your invoice.

Cheques should be made payable to: TITCHMARSH PRE-SCHOOL

We request that parents ensure that their account is settled promptly. Payment for sessions must be made even if your child cannot attend for any reason, i.e. sickness, holiday.

Payments can be sent in your child's book bag or handed to a member of staff and a receipt will be issued. If you wish to pay in weekly instalments or at each session, please speak to a member of staff. Any payments of cash must be handed directly to a staff member and a receipt obtained. We also accept child care vouchers, where Pre-School fees are paid through employer childcare voucher schemes. Please speak to a member of staff for more information.

NURSERY GRANTS

Titchmarsh Pre-school being an OFSTED registered provider is able to provide places for children who can receive the nursery grant funding.

The application for the nursery grant is submitted at the beginning of each term and applies for the full term. Our Registrations Secretary issues the relevant claim forms to parents/carers in advance of the County Council submission date and administers the system. If you have any questions in relation to this subject please speak to the Registrations Secretary.

PERIOD OF NOTICE

We request that parents give seven days notice, in writing, of your child finishing at Pre-school.

If, for reasons of holiday, sickness or medical treatment, your child will have a prolonged period of absence, please inform the Supervisor as soon as possible prior to the event.

STARTING PRE-SCHOOL - SETTLING IN

We want children to feel safe and happy in the absence of their parents. We also want parents to feel welcome and involved from the beginning of their relationship with us. Children cannot play or learn successfully if they are anxious. Our settling in process aims to help parents and their children to feel comfortable in the pre-school environment and to ensure that children can benefit fully from what the pre-school has to offer.

A vital part of this process is the exchange of information, initially via a child's registration form and this guide. We will always endeavour to ensure that:

- parents/carers have plenty of opportunities to talk to the Supervisor during this early stage
- parents/carers are able to attend a number of sessions with their child prior to their start date. (*Reference - Policy No.4*)

MANAGING BEHAVIOUR:

Within the Pre-School we aim to work with managing children's behaviour positively and if you have any questions relating to this please speak to a member of staff.

LATE COLLECTION:

Please notify the Pre-School if you are running late when collecting your child. We will issue a written notification for repeated late collections of over 10 minutes and a £5 fee will be charged for more than 5 repeated incidents. (*Reference - Policy number 20*)

CURRICULUM

Within the pre-school, all children are supported in developing their potential at their own pace. Titchmarsh Pre-school uses a "key-worker" system, which enables us to plan a curriculum tailored to the needs of each individual child. (*Reference - Policy No.5*)

By using developmentally appropriate play activities and a high level of individual adult input, we can offer a curriculum, which enables children to progress towards the Early Learning Goals throughout the Foundation Stage, and prepares them for the National Curriculum, which begins at birth.

The Foundation Stage begins at the age of 3 years and continues through to end of their Reception year. There are six Early Learning Goals defined within this stage.

- Communication, language and literacy
- Personal, social and emotional development
- Problem Solving, Reasoning & Numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development



The activities that children undertake probably won't feel like learning - most children see it as just fun and play, but as they get to grips with speaking and listening, singing and dance, stories and imagination, counting and the early stages of writing, they will be gaining all of the basic skills that will get them off to a flying start.

Parents are able to view their child's details and developmental assessment folder at any time, and they should feel free to discuss their child's progress with both the Supervisor and their key person.

At the end of a child's time with Titchmarsh Pre-school, a transition document which summarises the child's progress is sent to their next setting – whether that is another Pre-school/Nursery or Reception class at school.

A TYPICAL SESSION

9.15am: The doors from the hall to the lobby are opened and a member of staff welcomes children and parents. As children enter the hall they are marked into the register. They then put their name on the Humpty Dumpty name board, under their photo, and sit in the book corner where a member of staff is waiting for them. Children then take turns to show any items they have brought from home.

9.25am: Free Play. There are a variety of activities for the children to choose from including large physical play, craft, construction and small world play. Staff play with the children and encourage them by talking to them and praising them and also make observations on the children to help with monitoring their progress. When weather permits, the gates at the entrance to the playground are locked and the doors are opened to allow the children free access to the outside play area, where there will be ride in cars, bikes, sand etc to play with.

10.15am: Snack time. When snack has been prepared, the children wash their hands and collect their snack mat and take a seat at one of the cleared tables. We see snack time as a social event where staff and children sit together. The children are offered a choice of healthy snack and are encouraged to be independent by pouring their own drinks and serve their own food.

10.30am: Free Play. As before the children are free to choose activities from inside and outside.

11.35am: Children are asked to sit in the book corner and the group will have a story and song session. If a child finds it difficult to settle in a large group situation, that child will take part in a smaller group story or will continue to play with adult support.

A TYPICAL SESSION cont'd

11.45am: On a Monday, this is the end of the session and the outside doors will be opened to allow parents into the lobby. Book bags will be handed to the children and they will be called to the door one at a time as their parent/carer arrives. The member of staff at the door will mark the children from the register.

Tuesday to Friday, the children going home after the morning session, will leave as above and the remaining children staying for lunch, will go to wash their hands. They then collect their lunchbox and sit at the table to eat their lunch. As with snack, staff sit with the children and encourage them to be independent. Lunchtime is seen as an opportunity to talk with the children about their morning and often the talk will revert to the food they have brought for their lunch and we discuss which foods are healthy and good for us.

We also use this time to change or enhance any activity that perhaps has not been utilised during the morning.

12.15pm: As children finish their lunch, they clear away their lunchbox and can then either sit in the book corner where a member of staff is there to read stories or they can sit at a quiet activity to allow their lunch to settle. Some children go home after lunch and some children arrive for the afternoon session.

12.30pm: Free play.

1.45pm: Snack, as during the morning.

2.00pm: Free play

2.35pm: Children gather in the book corner for a story or some singing. Book bags are handed out.

2.45pm: Home time. Outside doors are opened to allow parents into the lobby and children are called to their parent and marked out of the register

We often clear an area of the hall to allow group movement and dance activities and other large group activities such as parachute play. Although this is not done on a daily basis, we try to ensure that the session time is varied so that all children get to participate in these activities, if they wish, even if they only attend one or two sessions per week.

SNACK TIME

Details of snack are displayed on the notice board in the entrance area however, if your child is celebrating a birthday and you would like to send in a cake or treat for snack time, please speak to a member of staff to make the necessary arrangements. Any suggestions for snacks are welcomed.

Drinking water is available at all times.

(Reference – Policies No. 10 & 11)



CLOTHING & PERSONAL POSSESSIONS

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washed or not too new.

The pre-school has available for purchase, sweatshirts and tee shirts displaying our name and logo. We do not insist that children wear a particular uniform, but the clothing is very practical and smart, and helps to engender a sense of belonging.

Pre-school Clothing:

Sweatshirts	£7.50 each
Tee shirts	£3.75 each

A uniform order form can be found on our website or you can speak to our Registrations Secretary. Please provide a spare set of clothes for your child which can be hung on their peg. Please ensure that clothing is name labelled to avoid items being lost or mistaken.

Children should wear shoes or trainers suitable for outdoor play and for use on the climbing frame and other similar equipment. Your child will not be allowed to use certain equipment if they do not wear suitable footwear as stated in our Health and Safety policy.

Personal Possessions

We encourage the children to bring a show and tell item in to Pre-school, which reflects our theme for the week. The theme will be detailed on a sheet pinned to the entrance door each day, and the planned themes for each term are detailed on the entrance area notice board. We ask that children do not bring action figures or war toys please.

We always endeavour to ensure that the correct item goes home with its owner, but sometimes items can be mislaid so please do not let your child bring in anything valuable or precious. It helps us if parents can remember to collect the item as well as their child at the end of the session.

ILLNESS

Parents are asked to keep their child at home if they have any infection, and to inform the pre-school as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make informed observations of any child who seems unwell.

Please allow 24 hours to elapse before returning to pre-school with a child who has been vomiting or had diarrhoea. (*Reference - Policy 10*)



HYGIENE

The staff of the pre-school ensure that the children observe the following good practices:

- hands washed after using the toilet and before handling food
- children are encouraged to blow and wipe their noses when necessary and to dispose of the soiled tissues hygienically

MEDICAL ATTENTION

All staff are First Aid trained and we aim to keep their training up to date at all times. The pre-school ensures that the first aid equipment is kept clean, replenished and replaced as necessary. Cuts and open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

If your child is allergic to plasters please ensure that this is noted on their registration form.

There are strict guidelines for the administering of medicines to children whilst in the care of the pre-school. Please see the relevant policy sheet for further details. (*Reference – policy 10*)

SMOKING

The pre-school applies a strict no smoking policy for the whole of the premises.

SECURITY

The security and safety of young children is of paramount importance. In order to ensure this the pre-school operates certain procedures.

We recognise that there are occasions when the usual member of the family/parent who collects their child from pre-school is unable to do so, and other arrangements need to be made. We request that when there is a change to the usual arrangements, parents:

- make a signed note in the “Collections Book” which is located in the entrance area of the Club Room.
- speak in advance to the Supervisor to make her aware of the change.
- telephone if seriously delayed.

If you are seriously delayed on your way to collecting your child, please contact the Supervisor to advise her of the potential delay and to agree collection arrangements. The Pre-school mobile number can be found on the start of this guide and is also on our website.

The person who is collecting the child must be given the personal security password allocated to that child before they can be released from Pre-School.



SECURITY(cont'd)

The Pre-school reserves the right to refuse the “release” of a child in to the care of an adult unknown to the group, if they are in any doubt of the parents’ intended arrangements. We will make every effort to contact the parents or the emergency contact, to clarify the arrangements.

Where possible all visitors to the Pre-school are asked to arrange a date and time in advance. Thus we can ensure that the necessary supervision of the visitor is available. Occasionally, we are visited unexpectedly, sometimes by OFSTED and other professional organisations. Parents can be assured that all visitors are adequately supervised by a member of staff, and not at any time left unaccompanied.

The Pre-school reserves the right to refuse entry to the premises if we consider that the timing of the visit is inappropriate or the necessary supervision of the visitor can not be achieved.

All visitors must sign the Visitors Book upon arrival and again when they depart.

PARENTAL RESPONSIBILITY

Our registration form asks parents to state whether one or both parents/carers have parental responsibility for their child. This information could be vital in emergency circumstances when permission for treatment is required and the Pre-school is trying to make contact with the parents and time is of the essence.

CONFIDENTIALITY

The pre-school’s work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- parents will have ready access to the files and records of their own child(ren), but will not have access to information about any other child.
- staff will not discuss individual children other than for the purposes of curriculum planning or group management, with people other than the parents or carers of that child.
- information given by parents or carers to the Supervisor or key person will not be passed on to other adults without permission.
- any anxieties or evidence relating to a child’s personal safety will be kept in a confidential file and will not be shared within the group except with the Supervisor, the child’s key person and the Chairperson.

(Reference - Policy No. 16 & 17)



TRIPS OFF SITE

The pre-school arranges a number of off-site trips during the academic year. We try to publish an advance list of these trips to help parents plan. The majority of the trips are “parent accompanied”. This is usually advised on an event basis.

For the off-site trips when parents or carers are not expected to be present, usually the nature tour of Titchmarsh playing fields and village walks, the pre-school uses a ratio of 2 children to 1 adult.

OUTDOOR PLAY

Wherever possible, there will be access to outdoor play, (unless circumstances make this inappropriate, for example unsafe weather conditions).

(Reference- Policy No. 8)

EQUAL OPPORTUNITIES

The Titchmarsh Pre-school is committed to providing equal opportunities for all children and families regardless of their beliefs, religion, race, gender or ability. All will have an equal chance to contribute. *(Reference- Policy No. 12)*

SPECIAL EDUCATIONAL NEEDS

Our Pre-school aims to have regard to the DfES Code of Practice on special educational needs and also to the guidelines supplied to private and voluntary providers of Pre-school education. We aim to provide a welcome and appropriate learning opportunity for all children.

In line with this, three members of our staff have undertaken specialist training which equips them to assess and work with children with special educational needs. If the pre-school feels that we do not have the appropriate resources to meet a child’s needs, we will seek grant funding/training to assist. *(Reference- Policy No. 13)*

TOILET TRAINING

Children become toilet trained at different ages and we therefore are happy to accept children whether they are toilet trained, in nappies or using pull-ups. If your child is in nappies or pull ups, please speak to the supervisor or deputy to draw up a toilet plan.

Our co-ordinators for this area of pre-school practice are the Supervisor.



FINALLY

If you have any comments about this guide do please let us know. We hope that you will keep this guide as a point of reference throughout your child's time at our pre-school. Also, please look on our notice board in the entrance area and our website where you will find further information about our staff, the current Committee, future events and much more.

If you have any questions or requests for further clarification please feel free to contact our Supervisor, or a Committee member. All contact numbers are detailed in this guide and on our website.

Should you wish to register your child with Titchmarsh Pre-School, please complete the attached Registration Form and Consent Form and return them with payment of the Registration Fee to the Registrations Secretary.

A uniform order form is also enclosed should you wish to purchase uniform for your child Please return to the Registration Secretary.

Thank you for taking the time to look through our guide.

Titchmarsh Pre-School Staff and Committee



STAFF & MANAGEMENT STRUCTURE

Supervisor 1:	OU Certificate in Early Years Practice Level 4 SENCO
Supervisor 2:	Diploma in Pre-School Practice Level 3 SENCO
Assistant (1):	Diploma in Pre-School Practice Level 3,
Assistant (2):	BTEC National Certificate in Caring Services Level 3, SENCO
Assistant (3):	Diploma in Pre-School Practice Level 3,
Assistant (4):	NVQ Level 3 Child care learning and development
Assistant (5):	NVQ Level 3 Child care learning and development
Assistant (6):	BTEC National Certificate in Caring Services Level 3

QUALIFIED IN PAEDIATRIC FIRST AID

All staff

COMMITTEE (as of September 2010)

Committee Chairperson	Dee Cole	01832 720095
Vice Chair	Stacey Bailey	
Treasurer	Emma Cooper	
Secretary	Fiona Love	
Registrations & Invoicing	Emma Cooper	01832 720570 / 07767 395060 titchmarshABC@hotmail.co.uk
Fundraising	Tarot Crick Lynn McClean	
Website Administrator	Debbie Coombes	



REGISTRATION FORM

Full Name of Child: _____

Likes to be known as: _____ Date of Birth: _____

Parent's Names (First & Surnames please) _____

Do both Parents have "Parental Responsibility"? YES/NO

If NO then please specify which parents have responsibility _____

Address _____

_____ Post Code _____

Telephone No: _____ Mobile No: _____

E Mail Address _____

2nd Contact Name: _____ Relationship to child _____

2nd Contact Tel. No: _____

Religion: _____ Language: _____

Racial Origin: UK European/African/Afro-Caribbean/Other European/Chinese/Vietnamese/
Mixed Parentage/ Other/ Prefer not to answer

Doctor's Name: _____ Tel. No: _____

Surgery Address: _____

Health Visitor: _____ Tel. No _____

Any other outside agencies involved with your child: _____

Has your child been vaccinated against: -

Polio	YES/NO	Whooping Cough	YES/NO	Rubella	YES/NO
Diphtheria	YES/NO	Measles	YES/NO	Meningitis C	YES/NO
Tetanus	YES/NO	Mumps	YES/NO		

Please sign to give permission for the use of plasters if the need arises? _____

Other known allergies (e.g. Dairy/Wheat/Nut Intolerance): _____

Health Conditions: _____

Special Dietary Needs: _____



REGISTRATION FORM cont'd

I am aware that a Registration fee of £15.00 is payable on completion of this form and that the fee per 2 ½ hr session is currently £8.00, 3 hr session is £9.60 and 5 ½ hr session is £17.60 and that if my child does not attend for any reason I am still obliged to pay.

Please indicate (by circling the appropriate times) which days and sessions you would like your child to attend:

Mon: 9:15am – 11:45am 9:15am-12:15pm

Tues: 9:15am – 11:45am 9:15am-12:15pm 12:15pm – 2:45pm 9:15am – 2:45pm

Wed: 9:15am – 11:45am 9:15am-12:15pm 12:15pm – 2:45pm 9:15am – 2:45pm

Thu: 9:15am – 11:45am 9:15am-12:15pm 12:15pm – 2:45pm 9:15am – 2:45pm

Fri: 9:15am – 11:45am 9:15am-12:15pm 12:15pm – 2:45pm 9:15am – 2:45pm

Please note that the '9:15-12:15pm' & full day sessions require a packed lunch/payment for hot lunch.

I would like my child to start on: _____

Where did you hear about us? _____

Signed: _____

Print: _____

Date: _____



REGISTRATION FORM cont'd

CONSENT FORM

CONSENT 1: VILLAGE OUTINGS

I _____ (parent/guardian) hereby give my consent for my child, _____ to leave the boundary of the Pre-School accompanied by a member of Pre-School staff to take part in nature walks in the village locality. Please note that Staff: child ratio will be 1:2.

Signed: _____ Print: _____ Date: _____

CONSENT 2: EMERGENCY TREATMENT

I authorise the organiser to act on my behalf in an emergency and to sign on my behalf any consent forms required by medical authorities, if they know that it would not be advisable to wait for my own signature.

Please note:

1. *The authorizing signatory for the above consent must have legal "parental responsibility". Thus, if the parents are unmarried, only the mother of the child has legal "parental responsibility" in these circumstances.*
2. *Every attempt will be made to contact the parents/guardians or the given emergency contact.*

Signed: _____ Print: _____ Date: _____

CONSENT 3: SUN CREAM

We endeavour to provide opportunities for outside play whenever possible. On sunny days, when required, staff will apply sun cream to children. The sun cream brand that will be used by Titchmarsh Preschool is Boots Soltan. Parents are welcome to bring their own brand of sun cream which will be stored in the kitchen area.

I _____ (Parent/guardian) give permission for Preschool staff to apply sun cream to my child _____ when required during outdoor play.

I _____ (Parent/guardian) will bring my own brand of sun cream for Preschool staff to apply to my child _____



REGISTRATION FORM cont'd

CONSENT 4: OBSERVATION WORK

I _____ (parent/guardian) give my consent for observation and assessment

Work to be undertaken in relation to my child _____ to monitor their progress in Pre-School and to allow the development of their individual Play Plan. I understand that this work will be carried out by my child's allocated Key person and/or the Supervisor, and will be discussed with myself at regular intervals.

Signed: _____ Print: _____ Date: _____

CONSENT 5: PHOTOS & VIDEO

We sometimes use a camera or video to record the children at play during sessions or outings. We would then use this to help us with our observation work, staff training, to share with you and also to share with the children. The footage will only be seen by the staff, the children and by the parents of the child concerned. Please be aware that your child may be seen in video footage that is centred on another child. Any camera or video footage will not be used outside of Titchmarsh Pre-school without further consent.

I give consent for my child _____ to be photographed or videoed by the staff of Titchmarsh Pre-School during session time or on outings associated with the Preschool. I understand that my child may appear in photographs that may be on public display or footage that could be shown to another parent.

Signed: _____ Print: _____ Date: _____

To ensure maximum security and protection of our children, we require a security password to be given to friends or family when collecting your child/ren on your behalf from Pre-School, they will need to quote this personal password to the member of staff on the door to allow the child/ren to be released.

SECURITY PASSWORD: _____



UNIFORM ORDER FORM

Please note that it is not essential for children to wear Pre-School Sweatshirts or T-Shirts, but it does promote a sense of belonging for the child. We do have a number of pre-owned clothing available at reduced rates if required.

Please state the number of Sweatshirts you require (£7.50 each):

2 years		3 – 4 years		5 – 6 years	
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Please state the number of T-Shirts you require (£3.75 each):

2 years		3 – 4 years		5 – 6 years	
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I enclose a cheque/cash for the total of £ _____

Please make cheques payable to Titchmarsh Pre-School

Child's Name: _____

Signed: _____ Print: _____ Date: _____



TITCHMARSH PRE-SCHOOL POLICY DOCUMENTS

Policy Number	Title of Policy
1	Staffing and Employment
2	Admissions
3	Adult Resources
4	Settling in Pre-school
5	Curriculum
6	Safety & Fire & Accident Procedures
7	Animal Policy & Practice
8	Selecting Play Equipment
9	Parent/carer Failing to Collect a Child
10	Health and Hygiene
11	Diet
12	Equal Opportunities
13	Special Needs
14	Behaviour Management
15	Parental Involvement
16	Safeguarding and Protecting children's welfare
17	Confidentiality
18	Complaints Procedure
19	Procedure in the Event of a Lost Child
20	Arrival and Departure Procedures
21	Transition
22	Looked After Children
23	Staff and Volunteer Protection Policy
24	Payment of fees and Overdue Payment Policy
25	Reserve Funds Policy
26	Charging Policy
Appendix 1	Link to Early Years Foundation Stage Themes and Commitments