

Email: [manleymouldsworthpreschool@outlook.com](mailto:manleymouldsworthpreschool@outlook.com)

Tel: 01928 740533 Mob: 07825688816

Registered Charity Number: 1035699

Introduction

Our setting is registered to provide after school care. The club is open during school term Monday to Friday 7.45am to 9am for breakfast club and 3pm to 6pm for after school care.

We are a community based pre-school that is managed by a voluntary committee consisting of parents of the children who attend and other community members.

We aim to ensure that each child:

* Is in a safe and stimulating environment.
* Is helped to interact, share and build on what he/she already knows what they can do and learn new activities while making long term relationships.
* Is in a setting that sees parents as partners in helping each child to learn and develop and shape the service it offers.

Our setting is a charity that is run on a non for profit making basis.

Working together for your children

In our setting we maintain the ratio of adults to children in the setting that is set through the welfare requirements. This helps us to:

* Talk with the children about their interests and activities
* Help the children to experience and benefit from the activities we provide and allow them to explore and be adventurous.

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 child ren 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 playrooms. We have an excellent outdoor area, a large climbing frame and slide, which sits on a rubber safety surface decorated with a road design. We also have an undercover area for all weather use.

The setting offers a wide range of activities including a sports day in the summer term, which is enjoyed by children and adults alike and a popular date on the calendar. We offer a number of outings throughout the year including a ride to Delamere Forest for a teddy bears picnic, a sponsored toddle in aid of Barnardo’s at Chester Zoo and a trip that is relevant to the current theme covering in the setting to support the children’s learning.

Snacks and meals

The setting makes snacks and meals a social time at which children and adults eat together. A drink and a snack are provided at each session. We plan the menu for snacks so that they provide the children with healthy and nutritious food.

Do tell us about your child’s dietary needs and we will make sure that these are met. If your child has or develops during his/her time at the setting an allergy (eg. A nut allergy) please ensure the staff are informed. In respect of nuts we will not include nuts in snacks provided by the setting. However we do not prohibit parents from putting nuts or nut products in their child’s packed lunch (provided their chid has previously eaten nuts on at least two occasions as set out in our food and drink policy). If a nut allergy is identified, we will advise all parents not to include nuts or nut products in packed lunches and we will update this advice regularly.

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the settings staff takes part in further training to help them to keep up to date with thinking about early years care and education. The setting also keeps itself up to date with best practise in early years care and education as a member of the pre-school Learning Alliance, through the under-five magazine and publications produced by the alliance. The current copy is available for anyone to read upon request.

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child, There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents , such as:

* Exchanging knowledge about their children’s needs, activities, interests and program with the staff.
* Sharing their own special interests with the children.
* Helping to provide, make, and look after the equipment and materials used in the children’s play activities.
* Being part of the the management of the setting.
* Taking part in events and informal discussions about the activities and curriculum provided by the setting.
* Joining in community activities in which the setting takes part.
* Building friendships with other parents in the setting.

Parent support during sessions

The setting may ask parents to help at a particular session if the staff/child ratio cannot be met due to staff illness or course attendance. Helping at the session enables parents to see what the day to day life of the setting is like and to join in helping the children to get the best out of their activities. Parents can offer to take part in a session by sharing their own interests and skills with the children, for example sharing hobbies or activities of interest, eg. Cooking/music.

We welcome parents to drop into the setting to see it at work or to speak with the staff at any time as we provide an open door approach.

The management of our setting

As a community based, voluntary managed setting, we 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.

A committee of parents runs the setting, with officers appointed each year at its annual general meeting. Appointed posts on the committee are chairman, vice chairman, treasurer and secretary.

The committee is responsible;

* Managing the settings finances
* Employing and managing staff
* Making sure that the setting has and works to policies that help it to provide a high quality service
* Making sure that the setting works in partnership with the children’s parents
* Organising and fundraising

Policies

We have a comprehensive set of policies and procedures covering the safeguarding and promoting of your child’s welfare, health and safety and the organisation of the setting. Copies of the settings policies are available for you to see at the setting. If you would like a copy of any of the policies please ask a member of staff. The settings policies help us make sure that the service provided is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and his/her parents.

The staff and parents of the setting work together to adopt the policies and all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members and the local community.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual significant harm.

Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary to help families in difficulty.

Information sharing

We recognise that parents have a right to know that information they share will be regarded as confidential. There are circumstances in which we are obliged to share information. In most cases we will sought consent, however we are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public’s interest. That is when:

* It is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult or
* Not sharing it could be worse than the outcome of having shared it

When making a decision as to whether to share confidential information without authorisation the critical criteria are;

* Where there is evidence that the child is suffering, or is at risk of significant harm.
* Where there is reasonable cause to believe that a child may be suffering or at risk of suffering significant harm.
* To prevent significant harm arising to children and young people or serious harm to adults, including prevention, detection and prosecution of serious crime.

please refer to our information sharing policy or speak to a member of staff for further information.

Special needs

As part of the settings policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the Special Educational Needs Code of Practice.

Our Special Educational needs coordinator is Penny Egan (SENCO)

Suzanne Bell (Manager)

Fees

The fees are payable half termly in advance. The current fees are confirmed to you in the term prior to your child starting at the setting. Our current registration enables us to claim payment for sessions for all three and four year olds from the term following their third birthday. Our registration also enables us to provide 2yr funding should you require it.

Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time please talk to the committee chairperson or the committee secretary.

For your child to keep his/her place at the setting you must pay the fees. We are in receipt of nursery education funding for three and four year olds; where funding is not received then the fees apply. The setting also accepts payments of fees through work firm saving schemes. Details can be given on request.