

CHELFORD VILLAGE PRE-SCHOOL POLICY DOCUMENT



Contents:

1.	ADMINISTRATION OF MEDICINE	1
2.	ADMISSIONS	2
3.	BEHAVIOUR MANAGEMENT	3
4.	CHILD PROTECTION - Safeguarding of children	4
5.	COMPLAINTS PROCEDURE	5
6.	CONFIDENTIALITY	6
7.	CURRICULUM AND OBSERVATIONS	7
8.	EQUAL OPPORTUNITIES	8
9.	FEES	9
10.	HYGIENE PROCEDURES	10
11.	NAPPY CHANGING PROCEDURE	11
12.	PARENTAL INVOLVEMENT	12
13.	SAFETY	13
14.	SETTLING IN PRE-SCHOOL	14
15.	SICK CHILD PROCEDURE	15
16.	SNACK POLICY	16
17.	SPECIAL NEEDS	17
18.	PARENT / CARER ACKNOWLEDGMENT	18




1. ADMINISTRATION OF MEDICINE

In the event of a child needing prescribed medication during a Pre-School session, the supervisor of that session must follow the correct procedure and log information in the medication book, which is kept on the admin trolley along with the first aid kit.

The following procedure MUST be followed in such a case:

- Written permission from the parents/carers must be given prior to the administration of medication.
- ONLY prescribed drugs can be administered and ONLY if clearly labelled with the child's name.
- The medicine must also show the pharmacy label.
- During the session the medicine will be stored in its original container, clearly labelled and inaccessible to the children
- When the supervisor administers the medicine a record must be taken of:
- The child's name, date, parent permission signature, name of medication, reason it is required, time of last administration, amount to be administered and at what time, staff signature, witness signature and parent signature at the end of the session.

This policy statement was adopted at a meeting of the pre-School on ...23rd March 1999
Updated July 09

Signed on behalf of the pre-School.....



2. ADMISSIONS

It is our intention to make our Pre-School genuinely accessible to children and families from all sections of the community.

In order to accomplish this, we will ensure that the existence of the Pre-School is widely known in all local communities.

We will place notices advertising the Pre-School in places where all sections of the community can see them.

Information about the pre-school will also be available on our website.

The Pre-School is open to children from the age of two years to school age

Fees will be kept to a minimum so as not to discriminate against low-income families.


Financial help with payment of fees will, if possible, be given to families whose children would not otherwise be able to attend the Pre-School.

We will arrange our waiting list in order of date of birth, giving precedence to older children and, if financially viable, will keep a place vacant in order to accommodate emergency admissions.

We will be flexible about attendance patterns so as to accommodate the needs of individual children and families.

This policy statement was adopted at a meeting of the pre-School on 30th June 1997

Updated Sept 07

Signed on behalf of the pre-School.....



3. BEHAVIOUR MANAGEMENT

We seek to promote good behaviour in the Pre-School, aiming to work towards a situation in which children can develop self-discipline and self esteem in an atmosphere of mutual respect and encouragement.

All adults in the Pre-School will ensure that rules are applied consistently, so that children have the security of knowing what to expect, and will try to provide a good example for the children with regard to friendliness, care and courtesy, praising and endorsing desirable behaviour such as kindness and willingness to share.

An ordered timetable with set routines in a flexible but structured framework will enhance emotional security and confidence of both children and staff.

In cases of any unacceptable behaviour (including bullying and/or name calling), staff will immediately remove the child from the situation and take positive and quiet verbal action, making it quite clear that it is the behaviour and attitude that is unacceptable and not the child.

In accordance with The Children Act any behavioural problems will be handled in a developmentally appropriate way, respecting individual children's level of understanding and maturity.

Physical punishment, such as smacking or shaking, will never be used or threatened, nor will any action be taken which may frighten or humiliate a child.

Adults will not shout or raise their voices in a threatening way.


We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

One member of staff is the named person responsible for behaviour management issues. If there became repeated incidents, a log would be started and maintained and reviewed with full consultation of the parents.

In the highly unlikely event that physical restraint was necessary, parents will be asked to sign to confirm they were informed.

The named behaviour co-ordinator is **Rebecca Bradley**

This policy statement was adopted at a meeting of the pre-School on 30th June 1997
Updated June 2005

Signed on behalf of the pre-School.....


CHELFORD VILLAGE PRE-SCHOOL POLICY DOCUMENT



CHILD PROTECTION – Safeguarding of children

Chelford Village Pre-School is committed to creating and maintaining the safest possible environment for children to be cared and educated in.

Our Safeguarding of Children Co-ordinator (SOCCO) is: Rebecca Bradley

We recognise that:

The welfare of the child is paramount.

All children regardless of age, disability, gender racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse and have the right to freedom from abuse.

Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare.

All our staff and volunteers need to be carefully selected and accept responsibility for helping to prevent the abuse of children in their care.

We will endeavour to safeguard children by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Responding quickly and appropriately to all suspicions or allegations of abuse or issues relating to child welfare.
- Providing parents/carers and children with the opportunities to voice any concerns they may have.
- Ensuring that access to confidential information is stored and managed in accordance with National Guidance.
- Recruiting staff and volunteers safely and ensuring that all necessary checks are made.
- Ensuring that enhanced CRB checks are carried out on all employees and committee members and are updated at regular intervals.
- Improving knowledge of children, parents, carers and volunteers by sharing information about child protection and encouraging good practice.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Providing effective management for all staff and volunteers through supervision, support and appropriate safeguarding training.
- We are also committed to ensuring that our child protection policy is a living document which is reviewed and updated at least annually.

Uncollected Child

In the event of a child not being collected at the end of the session, the child will be kept at pre-school and phone calls will be made to the child's parents/carers and/or the relatives / friends listed on the registration document.

If after half an hour we are unable to contact the parent/carer or any other authorized persons, Social Services will be contacted and their advice will be followed.

Smoking/Alcohol/Drugs

The Pre-school has a no smoking policy.

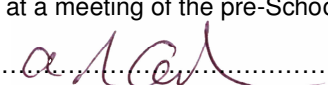
Smoking will not be permitted in any areas used by Pre-school.

If any person who is collecting a child from the Pre-School appears to be under the influence of either alcohol or drugs, the Pre-school will not allow the child to leave with that person, but will contact the parent/carer/named emergency contact.

Failing that, the Social Services and/or the local police will be contacted.

This policy statement was adopted at a meeting of the pre-School on 30th June 1997

Updated July 09

Signed on behalf of the pre-School.....



4. COMPLAINTS PROCEDURE

We aim to provide the highest quality of education for all our children, to offer a welcome to each individual child and to provide a warm, caring environment within which all children can learn and develop as they play.

Our intention is to work in partnership with parents.

A parent who is uneasy about any aspect of the group's provision should first talk over any worries and anxieties with the Supervisor who will take appropriate and prompt action.

Complaints regarding the National Standards will always be investigated.

If this does not have a satisfactory outcome, the parent should put the concerns or complaint in writing and request a meeting with the Supervisor and the Chairman of the Committee. An agreed written record should be made.

All written complaints will be investigated and parents will be informed of findings and actions taken within 28 days of receiving the written complaint.

Any findings and actions will be shared with all parents.

Records will be kept for ten years and will be available for OFSTED to inspect at any time.

OFSTED will not identify individual children or families.

Complaints/concerns about the "person in charge" should be discussed directly with OFSTED

From September 2001, OFSTED took over the inspection of sessional care from Social Services.

In the event of wishing to seek their advice they can be contacted at:

Early Years - Office for Standards in Education

Royal Exchange Buildings,

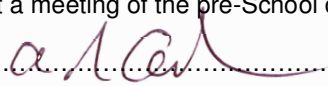
St Annes Square, Manchester, M2 7LA

Tel: 08456 404040

Website: www.ofsted.gov.uk

This policy statement was adopted at a meeting of the pre-School on ...30th June 1997.

Updated July 09

Signed on behalf of the pre-School.....



5. CONFIDENTIALITY

The Pre-School's work with children and families sometimes brings 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 personal profiles and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning, with other people other than the parents/carers of the child.
- Information given by parents/carers to the Pre-School Supervisor or key worker will not be passed on to other adults without permission.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved.
- Any anxieties/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 child's key worker, Pre-School Supervisor and Chairperson.

The Pre-school are committed to the safety and well being of all children.

Any issues relating to the child or Pre-school routines will be discussed with the parent at a convenient time, away from the child.

Students on Pre-School Learning Alliance or other recognised courses observing in the Pre-School will be advised of our confidentiality policy and required to respect it.

They will be required to sign a confidentiality agreement.

This policy statement was adopted at a meeting of the pre-School on 30th June 1997

Updated June 09

Signed on behalf of the pre-School.....

A handwritten signature in red ink, appearing to be 'A. A. A.', is written over a dotted line.



6. CURRICULUM AND OBSERVATIONS

Chelford Village Pre-School aim to offer a broad and balanced curriculum to stimulate and challenge children in a safe and secure environment.

The staff use “The Principles into practice” cards and the “Practice Guidance for the Early Years Foundation Stage” to plan appropriate activities based on the needs and interests of individual children.

Our curriculum is planned each half term “loosely” based around a themed topic. Each member of staff is actively involved in the planning and their ideas are valued. We reflect on the children's interests and use these to plan the next steps of learning. Some activities are adult led and others are child led.

Each key-worker is responsible for their child's individual learning plans, observations and record keeping. Observations in the form of “post its,” photographs and examples of the children's work are filed in the children's individual “personal profiles”.

Access to these profiles is restricted to the children, parents and those with parental rights of the individual child.

“The Early Learning Goals” are divided into six areas of learning

- Personal, Social and Emotional Development.
- Communication. Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the world.
- Physical development
- Creative development.

The children are provided with experiences and support which helps them to develop a positive sense of themselves and of others; respect for others; social skills and a positive disposition to learn.

As we are now admitting children from the age of two years we plan and provide appropriate activities which encourage our younger children to develop and “have fun” learning.

We use “The Principles into practice” cards as a guidance to support the development, learning and care of the children.

The Principles are grouped into four themes.

A Unique Child – Positive relationships – Enabling Environments – Learning and Development

All children will have access to any activities and equipment enabling them to acquire new skills and to reinforce their learning through a play environment.

All children have the opportunity to regularly access a safe and stimulating out door area.

Starting at the beginning of each spring term, the children who will be starting school in the September have the opportunity to attend a “school leaver” session which encourages the children to acquire the skills they will need when they move on to their reception classes.

On leaving Pre-School, all personal profiles held by the key worker become the property of the child and parent.

By signing the form at the back of the policy document and returning it to the supervisor, you are giving permission for your child to be observed in the Pre-School setting by his/her key worker.

This policy statement was adopted at a meeting of the pre-School on 24 Nov 1998

Updated July 09

Signed on behalf of the pre-School.....

A handwritten signature in purple ink, appearing to be 'A. A. A.', is written over the dotted line of the signature line.



7. EQUAL OPPORTUNITIES

The Pre-School is open to every family in our community.

All children and their families are unique and have an equal right to be listened to and valued in the setting. The children will be respected and their individuality and potential recognised and valued.

Activities and use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination.

All staff will ensure that their knowledge about different cultural groups is up to date

Appropriate opportunities are given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources will be selected to help children develop their self-respect and to respect others avoiding stereotypes and derogatory pictures or messages about others.

Staff, by everyday actions and example, reinforce positive attitudes to all, regardless of age, gender, culture, lifestyles and disability.

A risk assessment and audit of the premises has been taken in accordance with Disability Discrimination Act.

The member of staff responsible for Equal Opportunities is Jane Eastaugh.

This policy statement was adopted at a meeting of the pre-School on 30th June 1997

Updated May 2003.

Signed on behalf of the pre-School.....

A handwritten signature in blue ink, appearing to read 'Jane Eastaugh', is written over a dotted line.



8. FEES

Fees are payable in advance at the beginning of each term.

The Treasurer will inform parents each half term of the amount payable and the date by which it should be paid.


To help meet initial administration costs, a registration fee of £12-00 is payable. This charge also includes a pre-school sweatshirt, which your child will receive on his/her first morning.

At least half a term's notice will be required for a child leaving the Pre-School or reducing the number of sessions attended.

A charge will be made for the unfilled place if this notice is not given.

No reductions will be made for holidays, sickness or reduced days.

This policy statement was adopted at a meeting of the pre-School on 30th June 1997
Updated Sept 2007

Signed on behalf of the pre-School.....




9. HYGIENE PROCEDURES

To prevent the spread of all infection, adults at Pre-school will ensure that the following good practices are observed.

Good hygiene practice is taught as part of the children's regular routine.

The premises and equipment are regularly cleaned. Before the children arrive the cleanliness of the (toilets) is checked

The hand washing and hand drying facilities are checked and soap dispensers and hand towel dispensers are replenished as required.

The staff and children are aware of the importance of hand washing before snacks and after using the toilet, the use of tissues for blowing and wiping noses and appropriate disposal of used tissues.

(A tissue box is accessible to the children, on the table by the admin trolley)

The Children are encouraged to cover their mouths when coughing

The staff will use protective gloves and aprons when changing nappies and cleaning up any body fluids etc

Antibacterial cleaning agent is used for cleaning.

Any waste involving body fluids is carefully wrapped and disposed of in the exterior bin.

Food Hygiene and Safety

The Pre-school will observe current legislation regarding food hygiene, regulations and staff training.

All adults will wash hands before handling food and after using the toilet.

No adults will be involved with any food preparation if suffering from any infectious illness or skin trouble.

Water proof plasters must be used to cover cuts, boils and burns.

Adults must never cough or sneeze over food.

Fruit and vegetables must be washed thoroughly before use.

Any food or drink that requires heating will be heated immediately prior to serving and not left standing.

No food will be reheated.

All utensils must be kept clean and stored in a cupboard.

All dish cloths and tea towels must be washed after every session

Different cloths must be used in the toilet areas.

Adults will ensure that waste is disposed of in a lidded bin and all bins are emptied when full.

This policy statement was adopted at a meeting of the pre-School on 3rd March 1998

Updated July 09

Signed on behalf of the pre-School.....

A handwritten signature in red ink, appearing to be 'A. A. A.', is written over the dotted line of the signature line.



10. NAPPY CHANGING PROCEDURE

In the event of a child starting Pre-school who is not yet dry, the following procedure must be followed. Parents must give written permission, allowing the staff to change their child and if necessary, administer any creams.

Parents must provide nappies, nappy wipes, nappy bags and any creams their child may need.

Staff must always wear protective gloves and aprons while changing the child and follow good hygiene practises.


Whilst the toilet door must be kept open at all times, the child's privacy will always be protected by the staff member placing her body between the door and the child.

In order to protect the child the nappy changing duties will be alternated between the staff.

Staff will ensure that dirty nappies are carefully wrapped in a plastic bag and placed in the exterior bin.

This policy statement was adopted at a meeting of the pre-School on 27th April 2004

Updated July 09

Signed on behalf of the pre-School.....




11. PARENTAL INVOLVEMENT

Parents are the first and most enduring educators of their children. The aim of the Pre-School is to support and work together with parents.

- 1 All families are important and are welcomed and valued in the setting
- 2 Parents are encouraged to take an active role in the management of the pre-school and are encouraged to join the committee
- 3 All parents are encouraged to contribute their own skills, knowledge and interests to the activities of the group
- 4 All new parents are given a copy of the pre-schools policies and procedures
- 5 All parents receive a pre-school prospectus prior to their child attending
- 6 All parents have regular opportunities to review their children's progress and the opportunity to contribute to their children's learning
- 7 The children's records of achievements are filed in a special "Personal profile " folder and are available for parents to view, at any time
- 8 Parent consultation mornings are arranged at times that are convenient to individual families.
- 9 Parents are informed about meetings, conferences, workshops and training courses.
- 10 The pre-school keep up to date notice boards, a parent/carer information book and half termly newsletters are issued.

This policy statement was adopted at a meeting of the pre-School on 11th Sept 2002
Updated July 09

Signed on behalf of the pre-School.....



12. SAFETY

The safety of young children is paramount. In order to ensure the safety of both children and adults, the Pre-School will ensure that:

- All children are supervised by adults at all times.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The outdoor space is securely fenced.
- All dangerous materials, such as medicines and cleaning materials, are stored out of reach of the children.
- Children do not have unsupervised access to the kitchen area
- A register of both adults and children is completed as people arrive so that a complete record of those present is available in any emergency.
- On outings the adult:child ratio is high and correct procedures are followed. The procedure is displayed on the notice board in the foyer.
- A risk assessment and audit of the premises has been taken, in accordance with the Health and Safety at Work Act.

Arrivals And Departures

Parent's/Carers usually say goodbye to their child in the setting. A staff member will be on duty at the main door to welcome the children whilst another staff member ticks them immediately in the register and helps them to find their named 'apple'. Parents and carers are then free to leave the building. The entrance door is locked after 5 minutes and entry can then only be gained by knocking on the entrance door.

A staff member will be on duty at the entrance door at the end of a session to ensure children do not leave without an adult.

Children will only be allowed to leave with those people nominated by their parents/carers on their registration form. If there is to be anyone else collecting on an occasional basis they must be entered in the blue book by the entrance door

Children will not be allowed to leave with ANYONE who appears to be under the influence of drink/drugs.

Times of arrival and departure of both adults and children are recorded in the register.

Fire safety

Fire drills are held at least termly.

All staff are aware of their roles in a fire drill. Fire drills are held on different days and at different times to practise for all eventualities. A record is kept of each drill. *The fire bells are located in the school.*

A fire risk assessment and audit of the premises has been taken in accordance the Fire Precautions Act.

Fire drills are clearly displayed on both the staff notice board and the parent's notice board.

Accidents

In the event of an accident, a record will be made in the accident book.

The parent/carer collecting the child will be shown this entry at the end of the session and asked to sign it as proof they were informed of the accident. In the event of a more serious accident, where the child needs to be removed for treatment, a staff member will remain with the injured child following standard first aid procedures whilst another staff member contacts the parents/carers or the nominated emergency contact.

In the unlikely event of a serious incident, the emergency services will be called first and then the parents/carers etc. In the case of parents/carers etc not arriving in time, a staff member will accompany the child to the hospital.

Missing Child


The setting where the Pre-School meets is secure.

However, if the situation should arise when a child goes missing, a member of staff will calmly and quickly search all possible areas within the building whilst other members of staff remain with the children.

A further search will be conducted in the immediate environment of the building. Parent/carers will be contacted and, if appropriate, the local police.

This policy statement was adopted at a meeting of the pre-School on 30th June 1997

Updated July 09

Signed on behalf of the pre-School.....



13. SETTLING IN PRE-SCHOOL

Before your child starts to attend the pre-school, we use a variety of ways to provide parents with information. These include written information (including our prospectus and a current newsletter), about pre-school activities, We also suggest that they visit our web site.

We want children to feel safe and happy when they start Pre-School. In order to achieve this, we will encourage parents to visit with their children during the weeks before admission.

Your child will be the special responsibility of a keyworker who will be introduced at your first visit.

She will ask you for your help in completing an 'initial child profile' which will help her to get to know your child.

A child may take a while to settle into Pre-School.

This is not unusual and families will be supported by staff for as long as it takes for the child to feel confident about being left. Parents will be encouraged to separate from their child for brief periods at first, gradually building up to longer absences.


Whenever a parent leaves, it is the policy of the Pre-school that goodbyes be said to both staff and child, encouraging trust between child, parent and staff and confidence that parents will return at the end of the session.

New children will be introduced to the Pre-School on a staggered basis, enabling staff to give individual attention to each child.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help children feel comfortable and to benefit from what the Pre-School has to offer.

This policy statement was adopted at a meeting of the pre-School on 30th June 1997

Updated Sept 07

Signed on behalf of the pre-School.....



14. SICK CHILD PROCEDURE

Parents are asked to keep their children at home if they have any infection, and to inform the Pre-school as to the nature of the infection so that the Pre-school can alert other parents, and make careful observations of any other child who seems unwell

Parents are asked not to bring into Pre-school any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack.

If a child is found to be ill while at Pre-school, The sick child's parent/carer (or emergency contact) will be notified and asked to collect the child.

If the children of Pre-school staff are unwell, the children will not accompany their parent/carers to work.

Cuts and open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

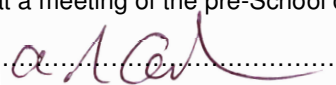
First Aid Kit

The Pre-school will ensure that there is at least one member of staff with a current first aid training certificate.

The Pre-school supervisor will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

There is an appropriate kit for taking on outings.

This policy statement was adopted at a meeting of the pre-School on 7th May 2003

Signed on behalf of the pre-School.....



15. SNACK POLICY

We are very much aware of the importance of establishing healthy eating habits within our Pre-school. Our aim is to reduce the intake of food and drink containing sugar and to encourage the children to eat healthily at Pre-school.

Semi skimmed milk is served to each child at snack time and for children who do not like milk, water is served.

Healthy option snacks usually consist of a variety of fruit and toast, pitta bread, crackers or crumpets.

The children's medical and personal dietary needs and known allergies to be discussed with the child's key worker who will ensure that their needs are met and that all staff are informed. (Staff notice board).

Water is available to both adults and children throughout the session.

This policy statement was adopted at a meeting of the pre-School on 7th May 2003

Updated July 09

A handwritten signature in purple ink, appearing to read 'A. Carter', is written over a light grey rectangular background.

Signed on behalf of the pre-School.....



16. SPECIAL NEEDS

We believe that our Pre-School has regard to the “Special Educational Needs Code of Practice,” promoting diversity, individuality and inclusion for all children, ensuring that they have access to the curriculum, in an inclusive and caring environment.

Our “settling in” procedures are flexible so that we are able to support children including those with special needs.

Our key worker system ensures that each member of staff is especially responsible for a small group of children so each child will receive plenty of adult time and attention.

Our Special Needs Co-ordinator or “SENCO” is Jane Eastaugh

A graduated approach will be used to identify, access and provide for children with special needs.

The staff will assess and support each child’s learning by referring to the “stepping stones” and planning an appropriate and varied curriculum that will help every child experience success, gain confidence and make good progress towards the early learning goals.

Our “senco” will work with parents to identify special learning difficulties and make good use of IEPs and ILPs. Should concerns be raised, the pre-school will discuss with parents/carers and provide evidence by way of observations and records.

The SENCO will discuss alternative strategies to meet additional needs such as altering activities and providing both appealing special resources.

The views of all children will be listened to and taken into consideration at all times.

Special resources or extra support staff and funding will be, if necessary sought with the help of our “Area SENCO”

We are committed to working together with parent/carers and are willing to listen to background information, worries/anxieties and share concerns regarding additional needs.

We will ensure appropriate support is in place once the SEN is identified and we will liase with professionals (Health visitor, Speech and Language Therapist, Social worker, Educational Psychologists, Physiotherapists and Child Development Centres etc)

The Pre-school feel that it is important that support is continued when the child goes to school. We will need Parent/carer consent in order to pass on relevant information.


We aim to provide a high standard of “Education and Care” for all our children, but if in the event of a complaint, proceed in writing to the “chairperson” of the committee or the supervisor, stating your complaint and forwarding any records. The matter will be taken very seriously and resolved in a professional manner, respecting confidentiality.

Our staff will regularly update their training by attending appropriate courses.

This policy will be monitored, evaluated and revised at regular staff meetings.

Access to the building and toilet facilities is available for wheelchair uses.

This policy statement was adopted at a meeting of the pre-School on 30th June 1997
Updated July 09

Signed on behalf of the pre-School..... 



17. PARENT / CARER ACKNOWLEDGMENT

The Policy Document will always be available at Pre-school and so that Parent's/Carer's can refer to it at any time during a session.

On admission of a child, the Parent's/Carer's will be issued with a copy of the Policy document.

The copy is to be returned with an acknowledgement slip to confirm that they have read the Policy.

The current Policy Document will be available on the Pre-School Website at:

www.chelfordpreschool.org.uk

To be completed by Parent / Carer:

I, the undersigned, have read the CHELFORD VILLAGE PRE-SCHOOL POLICY DOCUMENT, including the sections as listed below:

1. ADMINISTRATION OF MEDICINE
2. ADMISSIONS
3. BEHAVIOUR MANAGEMENT
4. CHILD PROTECTION - **Safeguarding of children**
5. COMPLAINTS PROCEDURE
6. CONFIDENTIALITY
7. CURRICULUM AND OBSERVATIONS
8. EQUAL OPPORTUNITIES
9. FEES
10. HYGIENE PROCEDURES
11. NAPPY CHANGING PROCEDURE
12. PARENTAL INVOLVEMENT
13. SAFETY
14. SETTling IN PRE-SCHOOL
15. SICK CHILD PROCEDURE
16. SNACK POLICY
17. SPECIAL NEEDS
18. PARENT / CARER ACKNOWLEDGMENT

I UNDERSTAND THAT THE POLICY Document will always be available at Pre-School and that I can refer to it at any time during a session.

Name of Child:

Parent/Carer:

Signed: **Date:**

Please return to supervisor