Dovery Acorns Pre-School

**INFORMATION FOR PARENTS/CARERS**

Now that your child has started with us here at Dovery Acorns, we would like to take this opportunity to inform you of some important information.

**EMERGENCY CONTACT NUMBER**

If you need to contact us please use our setting mobile phone (07415 633872) which is a non-reply service. If you have difficulty you may call the School number (01525 377233) during school hours and they will get a message to us.

**COPIES OF YOUR CHILD’S BIRTH CERTIFICATE**

It is a requirement of Central Bedfordshire that we need to satisfy ourselves about each child’s identity and eligibility i.e. date of birth etc. Therefore, could we please ask that you bring in your child’s Birth Certificate as soon as possible. We do not need to keep a copy but will simply check and log the details and return to you.

**HINTS AND TIPS**

Please see our **Hints and Tips for parents and carers** page on the Dovery Acorns section of the Dovery Down Lower School website (http://www.doverydown.beds.sch.uk). This will be updated regularly with information regarding learning, health, nutrition, transition, tips on parenting etc.

**POLICIES AND PROCEDURES**

All of our settings Policies and Procedures are kept in the Pink Lever Arch File in our entrance area. You may look at these at any time and copies can be provided of any document upon request. If you require clarification on any of these documents please speak with the Pre-School Leader. School Policies are also available on the main school website. Please pay particular attention to the following policies, the **Policy Statements** of which are attached for your information. **Health and Safety, Safeguarding, Special Educational Needs and Disability, Complaints Procedure, Parental Involvement, Parental Code of Conduct, Equality** **and Nappy Changing and Personal Care.**

**CONTACT DETAILS FOR OFSTED**

You may contact OFSTED on 0300 123 1231. We will inform you as soon as possible of any impending inspection.

**NOTIFICATION OF CHANGES**

Please would you notify us of any important changes as soon as possible. This might include change of address and contact numbers for any person included on your child’s registration form, change of medical or dietary needs of your child and any other change in circumstances that you feel we should know. If we receive any changes of information quickly then this will ensure that we are meeting all the current needs of your child whilst in our care at Dovery Acorns.

**FAMILY DISCUSSIONS**

These will be held with your child’s Key Worker during the year. We hope to hold these in the second part of the Spring term. This will give you the opportunity to discuss your child’s progress and to look at their Journal and the electronic ‘2 simple’ observations. Of course, you are free to discuss your child’s progress and view their Journal/Observations at any time but Family Discussions are held after session time giving our staff quality time for discussion and opportunity for working parents or parents with siblings to attend.

**LUNCH CLUB**

Lunch Club is available for up to 20 children each day. All children attending Lunch Club need to bring a packed lunch (including a freezer block). We have a **Healthy Packed Lunch Policy** which is on display in Pre-School for your information. Also, we have children and staff in Pre-School with allergies to nuts and Hummus so we ask that anything containing these products is not used in lunch boxes. Priority is given to children who are attending all day, but we can usually accommodate those children wishing to stay for lunch at the end of the morning session or beginning of the afternoon session. Pre booking is essential and the cost is £1 which needs to be paid on a daily or weekly basis (in a named envelope please!).

For those children accessing their NEF hours in six hour blocks 9.10am – 3.10pm there is no charge for lunch however you will be charged an additional fee of £1.00 if you choose to pick your child up at 3.20pm. You can choose to collect at 3.10pm for no additional charge.

**THE EARLY YEARS FOUNDATION STAGE**

The Early Years Foundation Stage EYFS is how the Government and early years professionals describe the time in your child’s life between birth and age 5. We are registered to deliver the EYFS here at Dovery Acorns and we follow a legal document called the Early Years Foundation Stage Framework. The EYFS framework was revised for September 2012 to make it clearer and easier to use, with more focus on the things that matter most. The new framework also has a greater emphasis on your role as parents/carers, in helping your child develop. Some changes were also made to the ‘Statutory Framework’ which were effective from September 2014.

All documentation regarding the EYFS is available for you to view in setting and I would bring to your notice the ‘Parents’ guide to the Early Years Foundation Stage Framework’ which includes how you can share the learning at home. Copies of this are available on request. All these documents can also be found by visiting [www.foundationyears.org.uk](http://www.foundationyears.org.uk) or [www.education.gov.uk](http://www.education.gov.uk) , or please ask any member of staff for information.

**We want all parents and carers to feel very much included here at Dovery Acorns. We encourage you to share your views with us about our setting. Please speak to us about any concerns or issues you may have or clarification you may need. If this is of a confidential nature please speak to the Pre-School Leader who will be happy to arrange a convenient time to meet with you. If you have a particular skill or knowledge of any subject or celebration included in our topics, please feel free to organise to share these with us during our sessions and help enhance your children’s learning.**

***With thanks from Dovery Acorns Pre-School Team***

**Health & Safety**

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

* We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment
* Our member of staff responsible for health and safety is: **Susie Wear** (Deputy Janene Archer)
* She is competent to carry out these responsibilities.
* She has undertaken health and safety training and regularly updates her knowledge and understanding.
* We display the necessary health and safety poster in **Our** **Cloakroom Area**
* We have an opening and closing Health and Safety checklist in Pre-School. This is completed daily for both indoors and outdoors and any necessary adjustments are made.

**Insurance cover**

We have Public Liability Insurance and Employers' Liability Insurance.

The certificate for Public Liability Insurance is displayed in: **Our Cloakroom Area.**

**(Policy Number 23 refers)**

**Safeguarding – Child Protection**

Our setting wants to work with children, parents and the community to ensure the safety and protection of children.

## Aims

Our aims are to:

* create an environment in our setting which is safe and secure for all children;
* enable children to have the self-confidence and the vocabulary to resist inappropriate approaches;
* encourage children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
* encourage children to develop a sense of autonomy and independence;
* work with parents to build their understanding of and commitment to the welfare of all our children.

In order to fulfil these aims

* We ensure that all staff and parents are made aware of the safeguarding policies and procedures.
* Our staff have received training in Safeguarding Children with the senior staff receiving update training every three years
* We follow the guidelines laid down by the Local Safeguarding Children Board
* We have a copy of Working Together to Safeguard Children 2013 available online for staff to use if required and for parents to see if they wish. We also have a hard copy with relevant pages for our setting
* In consultation with parents/carers we are able to refer children for additional help through the Common Assessment Framework (CAF). We do this with the support of other professionals and the CAF Support and Information Team
* We notify the registration authority (Ofsted) of any incident or accident which affects the wellbeing of children.
* We have procedures for contacting the local authority’s Intake and Assessment team on safeguarding children issues
* If a report is to be made to the authorities, we take advice from the Intake and Assessment team in deciding whether we must inform the child's parents at the same time.

## How we ensure that children are safe and protected

## Staffing and volunteering

* There is a named person who coordinates safeguarding children issues. They access training to enable them to provide support, advice and guidance to all other staff about safeguarding issue
* Our designated person (a member of staff) who co-ordinates child protection issues is:

**Hazel Stiles Pre-School Leader (Deputy Janene Archer in her absence)**

* Our designated officer who oversees this work is:
* **Mrs Debra Brewster (Head Teacher)**

**(Policy Number 41 refers)**

**Inclusion Policy Incorporating Special Educational Needs and Disability**

We provide an environment in which all children, including those with Special Educational Needs and Disability, are supported to reach their full potential.

* We have regard for the DfES Special Educational Needs and Disability Code of Practice (September 2014)
* We ensure our provision is inclusive to all children with special educational needs and disability
* We support parents and children with special educational needs and disability (SEND)
* We identify the specific needs of children with special educational needs and meet those needs through a range of SEND strategies
* We work in partnership with parents and other agencies in meeting individual children's needs
* We monitor and review our policy, practice and provision and, if necessary, make adjustments
* We ensure that our physical environment is as far as possible suitable for children with disabilities
* Currently our Foundation Stage Advisory Teacher (Inclusion) is Barbara Bourn. Contact details are available on request from Pre-School Leader
* Our SEND co-ordinator is Hazel Stiles **(Policy Number 43 refers)**

**Complaints Policy**

We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by talking to a member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved. This includes any complaints relating to the fulfilment of the EYFS

**(Policy Number 9 refers)**

**Parental involvement**

We believe that children benefit most from early years education and care when parents and settings work together in partnership.

Our aim is to support parents as they are the child’s first and most important educators. We do this by involving them in their children's education and in the full life of the setting.

Some parents are less well represented in early years settings. These include fathers, parents who live apart from their children but who still play a part in their lives as well as working parents. In carrying out our procedures, we will ensure that parents are included

**(Policy Number 36 refers)**

**Parental Code of Conduct**

The aim of our code of conduct is to ensure that the staff, the parents and the children who attend our setting understand what behaviour is expected of them. **(Policy 35A refers)**

**Valuing Diversity and Promoting Equality**

*Our Equal Opportunities Co-ordinator is Janene Archer (Deputy Hazel Stiles)*

We will ensure that our service is fully inclusive in meeting the needs of all children. We recognise that children and their families come from diverse backgrounds. All families have needs and values that arise from their social and economic, ethnic and cultural or religious backgrounds. Children grow up in diverse family structures that include two parent and one parent families; some children have two parents of the same sex. Some children have close links with extended families of grandparents, aunts, uncles and cousins while others may be more removed from close kin or may live with other relatives or foster carers. Some children have needs that arise from disability or impairment or may have parents who are disabled.

Some children come from families who experience social exclusion or severe hardship; some have to face discrimination and prejudice because of their ethnicity, the languages they speak, their religious or belief background, their gender or their impairment.

We understand that these factors affect the well-being of children and can impact on their learning and attainment.

Our setting is committed to anti-discriminatory practice, to promote equality of opportunity and valuing diversity for all children and families.

**(Policy Number 16 Refers)**

**Nappy Changing and Personal Care (please also see DDLS Intimate care Policy**

No child is excluded from participating in our setting, including children who may not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We make the necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full non-judgmental support of our staff.

**(Policy Number 34 and 34A refers)**