

Happy Valley Pre-School Ltd

General Information

Happy Valley Pre – School Ltd is owned and run by Karen Wardle who has been play leader for over twenty years, she has had many years’ experience in childcare and she possesses NVQ level 4 units in Childcare and Education. All staff that work in the group have been endorsed and have had training in first aid and child protection. The pre - school and staff are assessed and registered by OFSTED EARLY YEARS TEAM.

The Pre - School offers 48 places per session for children 2-5 years of age. The days and times for the sessions are:

MONDAY, TUESDAY, WEDNESDAY, THURSDAY AND FRIDAY

9:15a.m -12:15pm (Morning Session)

MONDAY, TUESDAY, WEDNESDAY, THURSDAY AND FRIDAY

1.00p.m - 4:00pm (Afternoon Session)

Please see enclosed price list for session prices.

Extended Pre-School Provision is provided. Please see pages 4 & 5

Parents will need to book places in advance which sessions and which days they wish their child/children to attend, as they are limited. For parents who pay for their child's sessions or for parents that pay for any additional sessions

YOU Will still be charged in full for any days that are booked but not attended (this does not apply to school holidays or Professional Training Days)

If a child has not attended for THREE WEEKS (consecutively) and no contact has been made from either parent or guardian, the place will be withdrawn.

Parents are welcome to stay with their child until both parties are settled.

Parents of any child who seems distressed will be asked to stay until the child is settled.

Pre-School Ethos

The Happy Valley Pre-School aims to provide the highest quality of care and education for all children who attend. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within, which each child, parent, guardian and carer can develop both intellectually and socially

Health and Safety

- a) **Parents/Guardians must complete a registration form for a child before he/she can join the group. This form must include at least 3 emergency contact numbers.**
- b) **If a child is to be collected by a person other than his/her parent or guardian, and the staff of the group are not informed of this event, the child will not be released from out of our care until confirmation has been sought from parents.**
- c) **Any child with an infectious condition or infestation of the head will not be admitted in to Pre - School until the required incubation period has been spent.**
- d) **Children should be dressed appropriately, i.e. in comfortable clothes they can easily cope with, especially when they need to use the toilet. Belts, buckles, laces etc. can cause accidents.**

Pre-School Group Rules

Although we may acknowledge that the children who attend pre - school group are very young, it is our aim to instil basic codes of conduct and behaviour, and in doing so we would hope for parental support.

- The basic rules for each child are that he/she should:
- Be kind and thoughtful in what way they say
- Be kind and thoughtful in all that they do
- Respect everyone's property
- Strive to do their best and take pride in their work
- Act in a way that ensures the safety of all group members.

If there is a serious incident in which a child exhibits unacceptable behaviour, this will be recorded on an incident form and parents will be asked to sign the form and a copy will be given to them. This will then be discussed with the parent/guardian in confidence.

Parental Involvement

Parents are encouraged to approach staff if they wish to obtain information or see work regarding his / her child. We hope to foster a good working relationship with parents, as we acknowledge the importance of the partnership needed between parents and staff in order to encourage learning and development if at

any time however a parent feels dissatisfied with any aspect of our service. Please see Karen Wardle (Pre-School Leader) who will advise you of our complaints procedure, this can also be viewed in our prospectus. Finally, we hope your child will be happy at Happy Valley Pre-School, and that they acquire the basic skills and qualities that will equip them for their future learning/development.

This policy was reviewed and checked on: November 2018

Signed on behalf of the Pre-School:

(Pre-School Director)

Next Review:

November 2019