

Etching Hill Pre-School

Important Information

GUIDELINES

- Etching Hill Pre-School offers morning, afternoon and full day sessions, 5 days per week, excluding Bank Holidays and School Holidays, subject to availability.
- It is important that your child arrives and is collected on time. If you are likely to be delayed, please contact us on – 01889 221864 during Pre-School hours. Please refer to the Non Collection of Children Policy.
- The parent or adult responsible for the child, should inform us if someone other than themselves, will be bringing or collecting the child.
- We specify that all parents/carers, when leaving the child say a firm goodbye and allow the child to see them leave. 'Sneaking away' is not encouraged.
- Children are required to wear clothing suitable for play activities including all year around outdoor play and also sensible footwear e.g. pumps/trainers. **(No open toe sandals/shoes).**
- If your child is not toilet trained we ask that you supply their nappies and wet wipes please.

Please ensure all clothing and footwear (including wellingtons) are name-tagged.

- Please do not let your child bring sweets or crisps to the group - a healthy snack is provided.
- Children who are sick with an unexplained rash, sore throat, vomiting or temperature should not be brought to Pre-School. Children taking antibiotics other than for preventative reasons should also be at home. If your child requires medicine while at Pre-School please discuss this with the Pre-School leaders. All medicines must be given to the leaders and a record will be kept in the School Office.
- Where your child suffers vomiting/diarrhea, we ask that they do not return to the setting until at least 48 hours after the last episode, this is very important in helping us to minimize transmission between children

STAFF

We have qualified staff on at each and every session, who are qualified up to the standards required by OFSTED. Your child will be allocated a key worker who will liaise with you about your child.

It is our policy to keep staff as fully trained as possible so that we can offer outstanding quality care for your child. You can find out more about staff by clicking on the Meet the Staff icon on the main Pre-School page.

KEYWORKERS

We operate a Keyworker system, this means that the keyworker has special responsibility for your child. They will keep a watchful eye on your child for the first few sessions encouraging them to settle. They will provide for the emotional needs of the child, e.g. to comfort and reassure the child at any time of distress. They will care for the child, e.g. to assist with toileting as necessary.

The keyworker will be available to answer any of your queries and concerns. Please refer to your Welcome letter which advises who is your child's keyworker.

RATIO

We have a very high ratio of staff to children - in accordance with OFSTED guidelines. This ensures that each child receives as much individual attention as possible.

FEES

All Fees are to be paid in advance prior to your child participating in a session. Etching Hill Primary Academy is a cashless school, and we use an online payment system called School Money. School Money offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week, safe in the knowledge that the technology used is the highest internet security available.

Your Contractual offer of Sessions, outlines your total weekly fees, and if you are entitled to any Education Funding this will also be detailed on here. We will also send you a letter containing your activation details for School Money, once you have activated your account you can start to make payments and check charging for sessions.

EXTRA DAYS / SESSIONS

Extra days/sessions outside that of your core booking may be available to be obtained on an ad hoc basis. These are to be booked directly with the Pre School staff, and must be paid for in advance. These sessions are subject to availability of spaces and staffing requirements.

NON PAYMENT OF FEES

LEVEL 1: School Money account goes into debt, an email will be sent to the parent requesting the account is brought into credit.

LEVEL 2: School Money account remains in debt for 10 working days or more, and child continues to attend Pre-School, the child's place will be temporarily withdrawn with immediate effect until all monies have been settled in full and the account is brought into credit. Notification will be sent in writing, if you wish for the child to re-attend all suspended sessions are liable for charging.

Every effort is made to keep fees as low as possible. This will be reviewed on an annual basis by the Schools Governing Board giving one months notice of any amendments to fees.

FREE NURSERY EDUCATION FUNDING

3 & 4 YEAR OLD FUNDING

Your **child** will be entitled to **15 hours funding** from the term after their third birthday until they start school. Your **child** may also be entitled to the extended entitlement offering an extra **15 hours** (30 hours total) per week, more details are available at www.childcarechoices.gov.uk

WHEN WILL MY CHILD BE ELIGIBLE:

Born between	Free places can start from
1st January - 31st March	Summer term (from 1st April)
1st April - 31st August	Autumn term (from 1st September)
1st September - 31st December	Spring term (from 1st January)

2 YEAR OLD FUNDING: (THINK2)

Funding for eligible 2 year olds can start the term after the child's 2nd birthday. Families must meet a certain criteria and will need to apply for Think2 Funding.

If your child is eligible for Think2 funding please ensure you make the Pre-school staff aware and return your Think2 voucher with your Contractual Offer of Sessions.

More information is available at www.childcarechoices.gov.uk

Apply online at

<http://www.staffordshire.gov.uk/education/childcare/families/EarlyEducation/think2/fundedplacesfortwoyearolds.aspx>

BEHAVIOUR MANAGEMENT POLICY

We aim to help children to develop self-discipline and respect for the needs of others. Adults in the pre-school will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.

Unacceptable behaviour will be dealt with in a positive manner at the time of the incident. Positive methods of guidance for children should be used:

- redirection
- anticipation and removal of potential problems
- positive reinforcement and encouragement
- Bullying or name calling is behaviour that will not be tolerated.

Competition, unnecessary comparison and direct criticism will be avoided. Corporal punishment or other humiliating and frightening punishment methods will never be used.

Physical intervention should only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. Any occasion where physical intervention is used to manage a child's behaviour should be recorded in the incident register and parents should be informed about it on the same day.

Children will be encouraged to develop socially, think, reason, question and experiment as well as develop creative expression and appreciation. They should never be made to feel inadequate because of their lack of understanding. They will be praised when they co-operate, take turns and help each other and adults.

All interaction with children should take account of their age and stage of development.

Recurring problems, e.g.: persistent biting, punching, spitting, excessive rudeness, will be tackled by the whole Pre-School, in partnership with the child's parents, using observation records to establish an understanding of the cause.

The full version of this policy can be found in the Pre-School Policy File.

MEDICATION POLICY

- As a rule it is not our policy to administer any medication. However, if the need arises, then medication must be clearly labelled with the child's name, dosage and any instructions.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
- A medication book will be available to log in: name of child receiving medication; times that the medication was administered; date and time when medication is administered, together with the signature of the person who had administered each dose.

If your child is suffering from any infection please keep them at home, and inform the Pre-School as to the nature of the infection so that we can alert other parents if necessary.

The full version of this policy can be found in the Pre-School Policy File.

SICK CHILD POLICY

In the event of your child becoming ill at Pre-School, our policy is as follows:

- The sick child will be made comfortable and if necessary, separated from the other children.
- The parent/carer will be contacted as soon as possible to come and collect their child.

The full version of this policy can be found in the Pre-School Policy File.

CHILD PROTECTION POLICY

We have had procedures for dealing with child protection issues for a number of years. New legislation has come into effect, which states that parents should be made aware of this.

It is important to remember that there may be a good explanation for all sorts of injuries and behavioral conditions i.e. accidental injury, a medical condition etc. Advice and help is always available from the local Health Visitor or from the First Response (Telephone No. 0800 1313126).

If you have any problems or concerns regarding your child, please do not hesitate to speak to any of our practitioners. We will give you all the help and support we can.

If we have concerns about any child in our care we have a duty to inform the appropriate authorities.

This Policy complies with the Staffordshire Safeguarding Children Board for Early Years Providers and Other Organisations.

The full version of this policy can be found in the Pre-School Policy File.

SPECIAL EDUCATIONAL NEEDS - POLICY AND PROCEDURES

Pre-school will have regard to the DfE 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 environment, for all children.

- Children with special needs, like all other children, are admitted to the Pre-School after consultation between parents, practitioner and keyworker.
- Our aim is to provide for the developmental needs of each child in the group.
- All children, irrespective of their special educational needs, are encouraged wherever possible and appropriate, to participate in all the group's activities.
- Systems of observation and shared record keeping enable us to monitor children's needs and progress on an individual basis.
- The needs and progress of children who have special educational needs are monitored by the Pre-School's Special Educational Needs Co-ordinator.
- We work in liaison with relevant professionals and agencies outside the group to meet children's specific needs.
- Our staff attend whenever possible training on special educational needs.
- We work closely with all parents in the group to ensure that:
 - The group draws upon the knowledge and expertise of parents in planning provision for the child.
 - The child's progress and achievements are shared and discussed with parents on a regular basis.
 - Parents know the identity of the group's special educational needs co-ordinator.
 - Parents are aware of the arrangements for the admission and integration of children with special educational needs.

GUIDANCE ON INFECTION

DIARRHOEA AND VOMITING ILLNESS	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL.	COMMENTS
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting.	Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
E.Coli	Exclusion is important for some children.	Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
Typhoid	Exclusion is important form some children.	Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
Shigella (Dysentery)	Exclusion may be necessary.	Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
RESPIRATORY INFECTIONS	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL	COMMENTS
Covid-19	Minimum of 3 days after the date of testing positive	Temperature must be back to normal before the child can return to the setting.
Flu (Influenza)	Until recovered.	
Whooping Cough (Pertussis)	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment.	Preventable by vaccination. After treatment non-infectious coughing may continue for many weeks.
RASHES/SKIN	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL	COMMENTS
Athletes Foot	None	Athletes foot is not a serious condition. Treatment is recommended.
Chicken pox	5 days from onset of rash.	
Cold sores (Herpes Simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally a mild self-limiting disease.
German Measles (Rubella)	5 days from onset of rash.	Preventable by immunisation (MMR x 2 doses).
Hand, foot & Mouth	None	Exclusion may be considered in some circumstances.
Impetigo	Until lesions are crusted or healed.	Antibiotic treatment by mouth may speed healing and reduce infectious period.
Measles	5 days from onset of rash.	Preventable by immunisation (MMR x 2 doses).
Ringworm	Until treatment commenced.	Treatment is important and is available from pharmacist.
Scabies	Child can return after first treatment	Two treatments 1 week apart for cases. Contacts should have one treatment; include the entire household and any other very close contacts.
Scarlet Fever	5 days after commencing antibiotics.	Antibiotic treatment recommended for the affected child.

Slapped Cheek/Fifth Disease	None	
Shingles	Exclude only if rash is weeping and cannot be covered.	Can cause chickenpox in those who are not immune i.e.: have not had chickenpox. It is spread by very close contact and touch.
Warts & Verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.
OTHER INFECTIONS	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL	COMMENTS
Conjunctivitis	None	None
Diphtheria	Exclusion is important	Preventable by vaccination.
Glandular Fever	None	About 50% of children get the disease before they are five and many adults also acquire the disease without being aware of it.
Head Lice	None	Treatment is recommended only in cases where live lice have definitely been seen. Close contacts should be checked and treated if live lice are found. Regular detection (combing) should be carried out by parents.
Hepatitis A	Exclusion may be necessary	Good personal and environmental hygiene will minimise any possible danger of spread of hepatitis A.
Hepatitis B and C	None	Hepatitis B and C are not infectious through casual contact. Good hygiene will minimise any possible danger of spread of both hepatitis B and C.
HIV/AIDS	None	HIV is not infectious through casual contact. Good hygiene will minimise any possible danger of spread of HIV.
Meningococcal Meningitis/Septicemia	Until recovered	Meningitis C is preventable by vaccination.
MRSA	None	Good hygiene, in particular hand washing and environmental cleaning.
Mumps	5 days from onset of swollen glands	Preventable by vaccination.
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.