



# MAYFORD PRE-SCHOOL POLICY

Mayford Village Hall  
Saunders Lane  
Mayford  
Woking, Surrey  
GU22 0NN

Monday-Friday 09:15 – 13:15

07508 687717 (09:00 – 13:30)  
Ofsted: 0300 123 1231  
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[www.mayfordpre-school.co.uk](http://www.mayfordpre-school.co.uk)

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This document is an abbreviated version of Mayford Pre-school Policies and Procedures. A hard copy of all of our Policies is available to view in the setting.

## **Staffing and Employment Policy**

A high adult: staff ratio is essential in providing good quality pre-school care.

In our pre-school:

- We aim to ensure that all staff who work with us at Mayford Pre-school have an enhanced DBS check and complete a Paediatric First Aid course
- We maintain statutory ratios in accordance with the age ranges of children in our care at all times
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and enhance our activities and procedures.
- Staff training meets all regulatory requirements. In addition, we aim to ensure that at least half of our staff hold at least a level 3 Early Years Qualification.
- We work to support the work of our staff and identify their ongoing training and development needs.

## **Recruitment Policy**

We work towards an equal opportunities employment policy, seeking to offer job opportunities to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation, with particular regard to safeguarding.

## **Session Structure**

Each session provides a stimulating, fun environment. Our continuous provision includes painting, craft, mark-making, role play, small world toys, books, puzzles, games, modelling materials (e.g. Playdough), construction and outside learning in our large, fenced area to the rear of the hall. We follow the **Early Years Foundation Stage** curriculum, with the emphasis on learning through play. Our aim is that our children should leave pre-school as happy, confident and independent learners who can make friends and are curious and excited about their next stage of education. All children are individuals and we plan for and encourage everyone to learn at their own pace. During their last term with us we prepare our children for school with more formal learning in small '**Busy Bee**' groups, focusing on phonic and numeracy skills.

Fruit is provided as a mid morning snack, along with milk or water. We usually ask for a contribution of fruit and vegetables to share at snack time, however owing to Covid 19 we are currently asking children to come in with their own individual snack.

Our session ends with group time for approx half an hour. During this time, children are encouraged to join in with age and ability appropriate activities lead by a member of staff, activities may include music and movement, interactive stories, parachute games as well as improvised activities based on the children's current interests and our topics.

## **Parent Reviews**

Throughout your child's time with us, their key person will review their progress for development under the EYFS. This is done by writing observations and taking photographs and videos as the children play and join in the activities set up each day. These reviews will take place on Tapestry and you will be given a login enabling you to view photos, videos and observations of your child on line at any time. At the end of your time with us the Tapestry account for your child will become inactive at the pre-school and a PDF document of the account will be emailed to you. In addition if your child comes to us at 2 years of age a Two Year Old Progress Check will be carried out for your child, with your involvement. Tapestry is a shared resource and you are welcome to read and share the information and we would welcome your own comments. We will be looking for signed permission to share this information with other providers, such as your child's reception class on leaving pre-school. If you have any information you would like to share with us please speak to your child's key person in the first instance. We are happy to chat informally at the beginning of the session or to arrange a mutually convenient time.

## **Fees and Funding**

Children may attend pre-school unaccompanied from 2 - 5 years.

Attendance is to be discussed and agreed before the beginning of each term. If you require additional sessions please advise Karen so that your child can be accommodated as soon as a place becomes available.

Fees are payable every half term in advance. From September 2022 the fees are £21.00 per session until funding begins. It is not possible to offer refunds for sickness or holidays. Parents wishing to pay weekly/monthly may do so by prior arrangement with Karen.

We ask that all children attend for a minimum of two sessions per week.

Payment of fees may be made by cash, cheque (made payable to Mayford Pre-school Ltd), bank transfer or direct debit. Childcare Vouchers are also accepted. Fees are reviewed annually with at least half a terms notice of any increase.

At Mayford Pre-school, we are able to offer 15 funded hours, as provided by Surrey County Council. This funding is available from the term after the child's third birthday, and is available term time only. The funded hours can be split between different childcare settings. Please note that the aforementioned 15 funded hours can be increased to 20 when the child attends lunch club 5 days a week (see lunch club paragraph below.) The relevant paperwork will be provided by pre-school for parental completion and a birth certificate or valid passport will be required for each child.

## **FEET Funding (Free Early Education for Two Year Olds)**

We are registered to receive FEET funding for two year olds who meet the criteria for a funded place. Please ask for more details prior to starting at pre-school to determine whether you are eligible.

If your child is absent for more than two consecutive weeks and you have not informed Mayford Pre-school of a return date, we are obliged to complete an amendment form notifying Surrey County Council that your child has left the setting, using the first day of absence as a leaving date. You will then be required to re-register with Mayford Pre-school if you wish to take up a place on your return. If the absence is through illness the previous statement does not apply.

Further information can be found via the Surrey Family Information Service:  
[www.surreycc.gov.uk/fis](http://www.surreycc.gov.uk/fis) Telephone: 0300 200 1004

Ideally, we would like your child to stay with us until they leave for infant school. If your child attends another setting or is on the waiting list to do so, please let us know. A half terms notice is required in writing should you wish to remove your child from pre-school. Fee paying children will be charged in lieu of this notice.

### **Lunch Club**

From 12:15 to 13:15 we offer a Lunch Club, where children are able to bring their own packed lunch to enjoy with their friends. This is an opportunity for social chat and once we have finished eating, we have time for puzzles and games. Lunch Club can be included in a child's 20 funded hours or paid for at £8 per session (from September 2022). Please ask for more information.

### **Special Educational Needs and Disability**

We welcome and aim to provide appropriate learning opportunities for all children and every effort will be made to accommodate children with special needs. Where staff feel that a child is not progressing in line with his/her peers they will speak to parents in the first instance to seek their opinion and to discuss how the child can best be helped. We have extensive experience in working with outside agencies such as Speech and Language Therapists and Educational Psychologists and we are proud of our record in supporting children in a warm and loving environment. If parents have any concerns about their child's progress, please do not hesitate to speak to your key person or the SENDCO.

### **Introduction/Settling**

Demand for places at Mayford Pre-school is high and a quick return of your enrolment form is appreciated. It is usually possible to give a verbal indication of availability with a written confirmation being provided at least a term before your child commences. A non-refundable deposit of £30.00 will be charged to hold the place.

If you no longer require a place at Mayford Pre-school, please do let us know as soon as possible.

Once you have accepted a place with us you are welcome to visit during the half term prior to starting. This will enable us to establish a relationship with you and your child before they start at pre-school.

Each child is different and we have a flexible approach for our new little ones. We encourage parents to leave when they are comfortable and perhaps return at an earlier time for the first few sessions.

We do not expect children to be toilet trained, but please provide nappies, wipes, nappy sacks etc. Dirty nappies will be returned with the child at the end of session for disposal at home, under no circumstances can soiled nappies be left on the premises. This is in line with the rules of Mayford Village Hall.

Children should bring a bag to pre-school each morning, clearly labelled with their name and containing a change of clothes. We also ask that you provide a pair of wellies, which ideally will remain at pre-school. We suggest that children wear clothes that you do not mind getting wet or dirty, the best fun is often the messiest and although we provide aprons, spills and stains are inevitable!

Please apply sun cream before arrival during the summer and provide a suitable hat.

### **Medication**

Please do not leave any medication in your child's bag. If your child requires medication to be administered during the pre-school session, for example, a Ventolin Inhaler please speak to a member of staff who will advise you of the permission required.

### **Uniform**

All children are provided with a red Mayford Pre-school t-shirt and blue Mayford Pre-school drawstring bag on commencing pre-school. Additional t-shirts and turquoise sweatshirts are available to purchase. Whilst the uniform is not compulsory it can provide the children with a sense of belonging to Mayford. It also saves 'home clothes' from being damaged/stained!

## **Behaviour Management**

The staff at pre-school lead by example and speak to each other and the children politely and with respect. Most children settle happily and smoothly, following this example and that set by the other children. If a child's behaviour is unacceptable and a potential danger to others, then they will be spoken to gently and the consequences of their actions explained. This usually results in everything resuming peacefully. If anti-social behaviour persists, after the parent's permission has been obtained, the child is asked to sit on a chair where they are able to think about things and generally calm down. A member of staff will always remain with the child to reassure them. Acceptable behaviour is discussed and the child returns to play normally after 2 or 3 minutes.

## **Accidents/First Aid**

Everyday bumps and scrapes are handled with water and sympathy and mentioned on departure. A member of staff will enter the details of any minor accidents on an Accident/Incident form and ask the parent to sign. In the unlikely event of a major accident, an ambulance will be called to take the child to hospital and the parent/guardian contacted immediately. All details will be entered into the Accident Book. All staff are familiar with our emergency policy. Please see our Accidents/Emergency policy.

## **Emergency/Fire Drill**

We practice a full fire drill at least twice a term. The Assembly Point is the large rear gate of our outside area. Staff will make parents aware that a fire drill has taken place during the course of the morning.

## **Photographic Policy**

Mayford Pre-school follows government guidelines to protect children from inappropriate use of photo images and video footage. Mayford Pre-school is instructed to receive parental consent before taking photographs and video footage. We will therefore request parental permission when we email you a list of our full policies to read just prior to your child starting with us. There will be a Photographic Permission Form for signature in your Welcome pack.

As a pre-school we remain committed alongside you to protecting your children and we appreciate your co-operation, and ask that you do not place photographs of children taken at pre-school on the Internet, for example on social networking sites. Any questions or concerns please see one of the staff.

## **Equal Opportunities**

Mayford Pre-school is committed to an Equal Opportunities Policy for Children and Staff, regardless of race, religion, gender, disability etc.

## **Complaints Procedure**

Any verbal complaints may be discussed with a member of staff at the end of the morning session. If this is not convenient, an appointment can be arranged at a more suitable time.

All written complaints will be dealt with within 28 days.

Mayford Pre-school maintains a Complaints Log, which is available for inspection.

Ofsted: Complaints – 0300 123 4666  
WWW.ofsted.gov.uk

## Safeguarding

As pre-school practitioners we are legally bound under 'The Children's Act 1989' (amended 2004) to contact Surrey Children's Services if we feel the welfare of any child is giving us cause for concern.

If your child is not at pre-school as expected and we have not heard from you by 10.00am, we will contact you to find out the reason for absence.

Parents needing to collect their children early are requested to make prior arrangements with a member of staff. It is **VERY IMPORTANT** to advise us of any change in collection arrangements, for example by a grandparent or family friend familiar to pre-school. These arrangements will be recorded. When someone unknown is collecting your child, you will be asked to provide written permission, a recent photograph and to agree a security- password. We have in place procedures if a child goes missing or a parent fails to collect a child.

Parents who share collection arrangements are asked to complete an Alternative Collection form giving permission for their children to leave the pre-school site with the named person.

We will not release your child to someone if we are not completely satisfied to his or her suitability/identity. Children can only be collected by a person aged 18 or over.

We only assume responsibility for your child once they have entered the village hall in the morning. Please collect your child promptly at 12:15 (or 13:15 after Lunch Club). When you receive your child from a member of staff at the front door they once again become your responsibility.

If you are delayed in collecting your child, please call us on 07508 687717.

Surrey Children's Services: 0300 470 9100

Ofsted Whistleblowing Advice Line: 0300 123 3155

## Illness

Please let us know if your child is ill and will not be able to attend pre-school. If they have contracted an infectious illness or disease (eg Chickenpox) we need to advise other parents as soon as possible.

Children **MUST NOT** be brought to pre-school if:

- They have been sick or had diarrhoea in the last **48 hours**
- They are suffering from any infectious disease
- They have a temperature

If a child becomes unwell during the pre-school session, then a parent/carer will be contacted to take them home.

## Food Allergies

Please advise us of any food allergies and continue to keep us informed of any changes in your child's diet so that we can keep their enrolment forms updated. Please avoid using nuts in cakes etc to be consumed by the children. Thank you for your cooperation.

## Members of Staff

Karen Orrin (L3) x 2  
Ann Burrage BA(Hons)

Carole Cutmore  
Josie Wyatt (L3)  
Marie Aggas (L3)  
Helia Taheri

Julia McHugh NNEB  
Laura Shepherd QTS

Owner/ Manager/Deputy Designated Safeguarding Lead  
Assistant Manager/Designated Safeguarding Lead/Nominated  
Person for Looked After Person  
First Aid Coordinator/Fire Officer/Early Years Practitioner  
Early Years Practitioner  
Forest School Leader  
Early Years Practitioner  
Early Years Practitioner  
SENDCO/Early Years Practitioner