

## **Policy Descriptions:**

### 1) Introduction, Mission Aims and Curriculum Statement

Here you will find an introduction to the Pre-School together with our Mission Aims and a Curriculum Statement which gives an outline as to how we support your child's learning in line with the Early Years Foundation Stage Curriculum.

### 2) Child Protection Policy

This policy tells you about how we Safeguard and Protect your children and the staff and volunteers working in pre-school.

### 3) Suitable People Policy

Here you will find information about how we recruit, induct and ensure staff are suitable for working with your children. This is especially important to us as it is crucial our staff team support you and your family during your child's time with us.

### 4) Child Settling In and Development Policy

This policy tells you how we work with you to settle your child into pre-school and what you can expect from us in terms of helping with your child's development.

### 5) Health Policy

This policy shows how we meet all health and safety guidelines both in terms of the building and any accidents, injuries or illnesses your child may have, together with safe procedures for collecting your child.

### 6) Managing Behaviour Policy

Children all develop differently and with the age group children in Pre-School different behaviours are exhibited throughout their time here. This policy has information about how we deal in Pre-School with different incidents of behaviour and how these might be recorded and how the children are supported.

### 7) Special Educational Needs Policy

This policy contains information on our Special Educational Needs provision to include relevant training our Special Educational Needs Coordinator has together with details of how we support children with Special Educational Needs and ensure equal opportunities.

### 8) Information and Records Policy

This policy informs you about how we gather information and what information we are required by Ofsted to obtain and record, together with our admissions policy, information on how we collect and store data and information about government funding.

#### 9) Fees Payment Policy

If you are not eligible for government funded pre-school hours, this policy explains how we invoice you for unfunded hours and procedure for payments and notice periods.

#### 10) Early Years Pupil Premium Policy

Some children are eligible for Early Years Pupil Premium which is paid to the pre-school – this policy sets out how we allocate these monies and ensure its effectiveness in supporting the children's development.

#### 11) Complaints Policy

This policy sets out the procedure used for any complaints made within the pre-school.