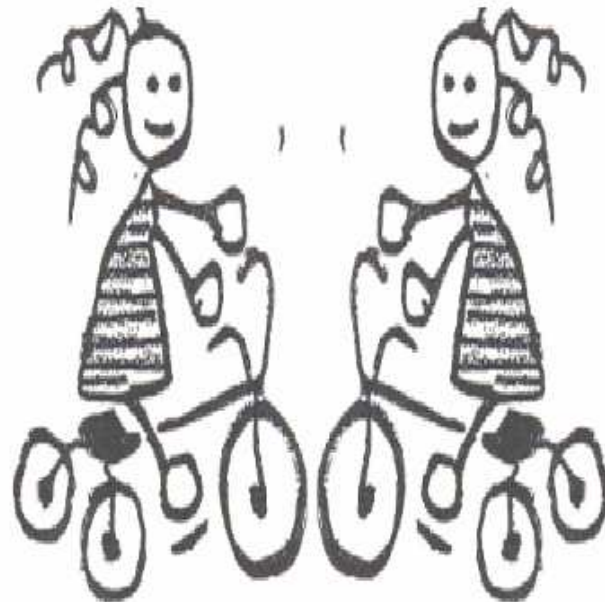


# *Highfield Preschool*



## **PARENTS' HANDBOOK**

Highfield Oval, Harpenden, Herts, AL5 4BX

Tel: (01582) 463308



**Youth With A Mission**

Registered Charity No 24407

ENGLAND



Registered Charity No 291913

# Philosophy & Goals

## Our Premise

Every child needs to know God's love. To accomplish this goal, the Highfield Preschool provides a loving, caring and orderly environment that will nurture the child's growth and development: spiritually, intellectually, emotionally and physically.

## Our Programme

Our programme is designed to provide opportunities for each child to develop essential skills and abilities through a selection of activities. Within the activities presented the children are encouraged to make decisions and take responsibility.

1. Personal & Social Development – (circle time, show & tell).
2. Language & Literacy – (alphabet phonics, listening, reading and writing skills).
3. Mathematics – (numbers, shapes, comparing, matching, sorting, ordering and sequencing).
4. Knowledge & Understanding of the World – (science, geography, history and IT).
5. Physical Development – (indoor & outdoor activities developing gross and fine motor skills).
6. Creative Development – (including a varied music programme, role-play and artwork).
7. A balanced foundational programme is presented, emphasising God the Father, and God the Creator, Jesus as God with Us, and Understanding the Scriptures.

Through this programme the aims are to:-

- a. Help the child acquire a positive self- image;
- b. Develop positive social behaviour;
- c. Develop good health habits;
- d. Develop skills for communication: listening, speaking, pre-reading and writing;
- e. Develop knowledge, understanding and experience of God.

# Philosophy and Goals

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# Programme

## Session Times

09:00am - 12:00 noon (Morning Session)

09:00am - 03:00 pm (Full Day)

## Daily Programme

09:00am - 9:20am	Arrival/ Showing Time/Story Time.
09:20am - 9:30am	Praise & Worship/Register
09:30am - 10:00am	Group Time
10:00am - 10:30am	Free Play Time
10:30am - 10:55am	Snack Break
10:55am - 11:45am	Outside Play
11:45am - 12:00pm	Story Time
12:00 noon	Home Time for Part-timers
12:00pm - 13:00pm	Lunch for Full-timers
13:00pm - 14:00pm	Outside Play
14:00pm - 14:15pm	Water Time
14:15pm - 14:45pm	Group Time
14:45pm - 15:00pm	Story Time
15:00pm	Home Time for Full- timers

## Whole Group Time

This is the first activity of the day. During this time the children will be welcomed and given an opportunity to 'show' something that they have brought from home. A story may also be read to settle the children down. There will be a time of praise and worship, followed by a time of prayer. Lastly, before dividing into separate groups, the register will be taken.

## Group Activities

The Preschool is divided into three groups, and the Foundation Stage Stepping Stones are used as a measure of progress.

### Lamb Group

The first group is for children aged from 2.9 to approximately 3.6 years. This group is designed to help with the transition from home to Preschool, and to teach the children basic social behaviour and how to play. The children will become familiar with the Preschool environment and experience a varied range of activities. Painting, sticking, play dough, construction and sand are some of the activities which the children will be offered each day. The focus is very much on personal, social and emotional development to form good bases for extended learning to take place.

### Dove Group

The second group is for children aged approximately 3:6 to 3.11 years. Mathematics, language and literacy, knowledge and understanding of the world, personal and social, physical and creative development are all presented in an exciting structured way.

### Lion Group

This group is for children aged approximately 3:11 years to school age. A creative balanced programme is presented to build onto previous experiences and to further the children's progress towards the Stepping Stones. The programme ensures that each child has the best possible opportunity to develop socially, emotionally, physically, intellectually, creatively and spiritually, in readiness for school.

Assessments and observations are carried out regularly and teachers will convey any concerns regarding children's progress to parents when necessary.

## Free Play Time

The Preschool has been arranged into separate areas, which the children will have freedom to explore during Free Play Time. The activities provided in these areas will change to ensure continuing interest and varied experiences. The children will be encouraged to take part in the changes made. Their verbal and practical contributions are of great importance.

During Free Play Time the children will become familiar with planning what they wish to accomplish in an area, while teachers/ helpers are placed in every area to ensure appropriate play and to encourage positive behaviour and social interaction. Free Play Time is also a time when the teacher will interact with the children, in groups or on a one-to-one basis, as appropriate. Structured art activities may be presented alongside Free Play Time, and each group will be presented with cooking activities on either a weekly or fortnightly basis.

## Biblical Values

As a Christian Preschool we want to give opportunity for the children to grow in the knowledge and experience of a personal and loving God, to begin to understand the Bible and to learn who Jesus is. Christian values are integrated into all activities as a lifestyle.

## Music Activities

These activities will be varied, designed and presented to each group individually. The programme will be challenging for the children, especially physically and intellectually, developing areas such as coordination, balance, timing, rhythm, beat and memory. Highfield Preschool has on its staff a qualified music teacher who is able to bring an exciting dimension to the music activities.

## Outside Play

This forms an important part of children's learning experience and we use our lovely garden in many imaginative ways to further the children's development in all learning areas. We endeavour to take the children out for at least two outside play sessions per day.

## Packed Lunches

If your child stays for the full day, parents should ensure that a healthy lunch is provided such as: sandwich / bread roll, fruit or vegetables, yoghurt, cheese, juice or water etc.

NO sweets or fizzy drinks are allowed.

Ice packs must be included into the lunchbox to keep it fresh.

## Snack and Lunch Time

Although this is a social time where children can relax and chatter amongst themselves, we also use this time to reinforce good manners and healthy eating.

# Enrolment Procedure

## Enrolment

Enrolment is open to children of all races, and national origins. We accept children between the ages of two years nine months and five years. However, children must be toilet trained and emotionally ready for Preschool.

## Registration Requirements

Please complete the following forms:-

1. Application form
2. Medical Health form
3. Child Information form
4. Agreement form
5. Photograph / outing consent form
6. Assessment and observation forms.
7. Please also provide us with your child's birth certificate for photocopying.
8. The Head Teacher / Principal will meet the parent/s and child to be enrolled.

## Observing Preschool in action

We would like you to feel welcome at the Preschool, either to observe or join in with the activities. If you feel you would like to spend some time with us, please see the Head Teacher to make arrangements for this.

## Required Provisions

Each child will have a place set aside for storing his/her belongings. Please ensure everything is labelled with your child's name (including shoes!).

### **\*Clothing:**

1. Practical, comfortable play clothes. Please send your child with clothes that are easy for him/her to take up and down when using the toilet (please avoid dungarees and belts.)
2. Please take into consideration our messy play when dressing your child. Although aprons are used, paint and glue sometimes work their way onto clothing!
3. In case of accidents, can you please provide a spare change of clothes to be kept at Preschool during term time?
4. Plimsolls or slippers are required for indoor use.
5. Please send your child in shoes which are easy for them to put on and take off. Although we appreciate that sometimes this is difficult, we would be very grateful if you could avoid ankle boots/ lace up shoes.

### **\*Other provisions:**

1. For full day attendance please provide your child with a packed lunch and a drink. During the morning session each child will be provided with a healthy snack consisting mainly of fruit and vegetables. A half termly contribution of £2 will be required towards this. A drink of milk or water will be provided. Please ensure all lunchboxes are labelled.
2. A box of tissues.
3. Please send £3.00 at the beginning of term to cover the cost of cooking.

# Parental Responsibilities

## Holiday & Sickness

Parents are asked to give prior notice of holidays taken during term time. Please inform the Preschool of the reason your child is unable to attend on the first day of his/her absence.

## Messages

If you have a message to relay to staff, please do so in writing. Do not send a verbal message with your child.

## Showing/ toys from home

Your child will be able to bring something from home each week to show to the class. You will be informed when your child is "Showing". Please do not send your child with items from home at other times.

## Birthdays

Birthdays are celebrated at snack time. If you would like your child to bring a special treat or cake to share, please notify the Preschool in advance.

## Changes of Address or Telephone Numbers

Please ensure that the Preschool is notified of any changes in address or telephone numbers.

## Suggestions, Questions & Problems

To discuss any suggestions, questions or problems you may have concerning your child or the Preschool, please do not hesitate to contact the Head Teacher or Principal to make an appointment.

## Parental Support

If you feel that you could give some time to helping at the Preschool it would be most appreciated, although we realise that for most of you this will not be possible. However, please pray for us, as we highly value your prayer support.

# Discipline Policy

The Preschool environment is one which endeavours to reflect the love of God, not just in word but in deed. It is important for children to experience God's love through people, to feel accepted, valued and secure. We believe that encouragement and positive response to children are very important as is correction when needed. At this stage of development young children need boundaries to help to give them security. One of the ways we can create this is to set limits, having certain expectations of their behaviour. Our commitment is to "Train up a child in the way he should go", as is stated in the Bible. As difficulties arise, we will talk to the child explaining the nature of the offence, making clear right and wrong, and guide them towards making right choices, apologising and asking and receiving forgiveness.

Expectations we like to maintain in our Preschool include:

- \* Respect for teachers and consideration towards one another.
- \* Honesty, obedience and cooperation.

In certain circumstances a child may be removed from a group for an appropriate period of time. This would generally be for them to "cool off" and give consideration to their behaviour.

Parents will always be informed of any need to discipline.

# Policy Statements for Highfield Pre-School

All statements below refer to policies set out in the Highfield Pre-School policy document which is available for examination at the pre-school.

## 1. PARTNERSHIP WITH PARENTS & CARERS:

It is the policy of the Highfield Pre-School to:

- (a) Inform parents and carers of the aims and objectives of the Pre-School.
- (b) Show parents how these are implemented in the current practices.
- (c) Involve parents in the running of the Pre-School and in the care and training of the children under the supervision of the Pre-School leader.
- (d) Report children's progress to parents both formally through reports and consultation evenings and informally on a day to day basis as points of interest, encouragement or concern arise.

## 2. SPECIAL NEEDS:

It is the policy of the Highfield Pre-School to help children and staff to work together for the full development of all children in the context of the Pre-School's aims and requirements for the Children's Act and the 1993 Education Act.

## 3. EQUAL OPPORTUNITIES:

It is our policy to make provisions for pupils and workers that will not cause disadvantage to anyone on the basis of sex, race or disability. In addition to providing equality of opportunities for pupils, it is also our aim to promote the principle of the equal validity of different cultures and backgrounds.

## 4. CHILD PROTECTION POLICY:

Our aim is to care for the whole child while in our care and this means spiritually, mentally, physically and emotionally. This means that we provide a secure and safe environment during the day with sufficient structures to stimulate the child emotionally and mentally. Thus the physical and spiritual dimensions are cared for. In additions to this, we look for evidence that each child is secure emotionally and physically when not at school.

## 5. HEALTH AND SAFETY:

It is the policy of the Pre-School to do all that is reasonable to prevent personal injury and damage to property and to protect everyone in so far as they come into contact with the school, its employees and equipment. We further aim to promote a healthy lifestyle and a high standard of hygiene and safety.

## 6. DISRUPTIVE BEHAVIOUR MODIFICATION:

It is the policy of the Pre-School to provide a secure framework for learning. This means that there are boundaries and parameters for acceptable behaviour. It is our aim to clearly define acceptable behaviour and to inform the child clearly when he/she has moved beyond the boundary of acceptable behaviour.

Sanctions used in the pre-school are:

- (a) Informing when behaviour is poor
- (b) Verbal warning
- (c) Verbal correction
- (d) Loss of privilege
- (e) Removal from specific teaching group/activity. Time out.
- (f) Removal from the Pre-School.

## **7. COMPLAINTS POLICY:**

Our Pre-School believes that the 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 Pre-School and will give prompt and serious attention to any concerns about the running of the Pre-School. We aim to bring all concerns about the running of our Pre-School to a satisfactory conclusion for all parties involved within 28 days. To achieve this we operate a procedure of five (5) Stages.

In the event of a concern or complaint please contact the Group Leader or Leader of the Pre-School on 01582 463308. The Pre-School is monitored by OFSTED, the registration and inspection body which ensures adherence to the National Standards for Day Care. Their contact details are on the Notice Board at the Pre-School.

## **Additional Policies**

- Admissions policy
- Settling in policy
- Procedure for covering staff absences policy
- Statement on race relations policy
- Employment or recruitment policy
- Lost child policy
- Sick child policy
- Student placement policy
- Record keeping policy
- Equipment and resource policy
- Outings policy
- Confidentiality policy
- Complaints policy

These policies are available at any time upon request.

# Highfield Pre-School

## Governing Board

Roy Young - Chair Person  
Clive Case - Principal The King's School  
Tamara Neely - YWAM

## Head of Department

Mrs Sandra Case

## Teachers

Mrs Caroline Elkins  
Mrs Alison Cracknell  
Mrs Margaret Falconer

## Administrative Staff

Mrs Tracey Porée

# Finances

## Fees

The cost of a morning session is £14.00

The cost for a full day's session is £21.00

Fees are due monthly. Invoices will be sent out from The King's School office.

## Refunds

No allowance can be made in respect of absence during term time.

If you should need to withdraw your child before the end of term, we require one month's notice. A refund will be given for any fees paid beyond the one month's notice.

## Extras

Extra costs incurred are:

- Single payment of £20.00 registration fees; Cheques to be made payable to 'The King's School'.
- £3.00 cookery cost per term
- Fees for trips arranged during term time (variable)