

LIST OF PRESCHOOL STAFF:

NAME	POSITION	QUALIFICATION/EXPERIENCE
Barbara Taylor	Preschool Manager Early Years Teacher - Joint SENCO	DPP- Diploma in Preschool Practice Foundation Degree - Early Years BA(Hons) - Early Childhood Studies EYP - Early Years Professional Status Paediatric First Aid Safeguarding Level 3 Food Hygiene Certificate Allergen Awareness
Alison Clarke	Deputy Manager Early Years Teacher - Joint SENCO - Safeguarding Officer	NVQ 3 Early Years/CCLD Foundation Degree – Early Years BA(Hons) – Early Childhood Studies EYT – Early Years Teacher Status Paediatric First Aid Safeguarding Level 3 Food Hygiene Certificate
Katie Wyman	Early Years Teacher Preschool Assistant	BSc (Hons) Education & Psychology EYT – Early Years Teacher Status Paediatric First Aid Safeguarding Level 2 Food Hygiene Certificate
Shelly Raybould	Assistant Playleader/ Preschool Assistant	NVQ2 – CCLD NVQ3 - CCLD Paediatric First Aid Safeguarding Level 2 Food Hygiene Certificate
Sophie North	Preschool Assistant	NVQ3 – EYE Paediatric First Aid Safeguarding Level 2
Carol Barkwill	Preschool Assistant	NVQ2 – CCLD Paediatric First Aid Food Hygiene Certificate Safeguarding Level 2
Pam Martin	Preschool Assistant	NVQ2 – CCLD Paediatric First Aid Food Hygiene Certificate Safeguarding Level 2

In addition, the preschool employs an administrator, Helen Muscutt.

Staff Deployment:

Staff will refer to the *day's session plan* and will be deployed to ensure focus activities are supported. Staff responsibilities are detailed on the weekly rota, with all staff having the opportunity to participate in snack time, craft activities and to lead story time, in so doing, all staff have opportunities to develop their own skills as well as observe and assess the children in the group.

Outdoor play will always be closely observed.

Helping at Preschool...

Research shows that children learn better when their parents are involved. Parents and carers are invited to come in to help at pre-school and given the opportunity to be included in preschool sessions, and to play an active role. They are also able to witness first hand their child's involvement, learning and interactions with other adults and children. This involvement has benefits for the whole group, as higher adult ratios are achieved, ensuring a greater degree of individual attention and support for all children. Individual children often enjoy having their parent or carer in preschool and it can be a valuable opportunity for them to see their parent in such a new role. Preschool also hold specific, 'Stay & Play' weeks, and 'Mens Week' to encourage parents, carers, grandparents etc to stay and join in with sessions.

Record Keeping

Observations of the children's experiences, activities and achievements, both written and photographic are made in order to inform the preschool curriculum and to plan and provide the next steps in their learning. These observations are confidential and included in the children's individual Learning Journeys and achievement books, along with samples of their work and any observations from home, parents have access to these books at any time and may add their own information if they wish. All other records and files are strictly confidential and are kept in a locked cabinet in the preschool office.

Training

Our membership with the Preschool Learning Alliance (PLA) means that we remain constantly in touch with current thinking in the field of Early Years education and child development.

We receive monthly a PLA magazine, Under 5, that contains practical advice and up to date information, in addition we subscribe to the publication 'Practical Preschool' this again provides information and advice for both staff, committee and parents. In addition, both staff and the preschool management committee have access to a library of books and resources held by DCC Early Years and the local Children's Centre.

Regular training and workshops are accessed through the Devon Early Years Partnership. Staff the management committee and parents also have access to informal training, local meetings, cluster groups and conferences. Notices will be posted to inform, encourage and give parents the opportunity to attend.

The role of parents:

The preschool understands and recognises that parents are the first and most important educators of their children; therefore we see parents as

partners and a valuable, knowledgeable resource, we actively encourage their involvement in the group.

We aim to support and welcome all parents by;

- Inviting parents into preschool sessions
- Valuing their individual skills and knowledge, inviting them to contribute these skills to the group.
- Sharing information about the curriculum and their child's development.
- Providing information about early years issues and services.
- Encouraging their involvement in the running of the group, by joining the management committee.
- Inviting their assistance in fundraising activities
- By providing opportunities to meet other families of the preschool socially
- Providing information about workshops and training opportunities.
- Providing information about meetings and conferences.
- Providing convenient and private opportunities to talk to staff, formally and informally.

The Committee:

All parents are invited to put themselves forward for election to the management committee at the AGM each year. Committee members hold regular meetings to which all parents are invited. A member of staff is also invited to attend to ensure good communication between staff and the committee.

This policy was adopted at a meeting of the preschool committee on.....date

Signed on behalf of the preschool

*** Review Date:.....**