

# Pre-School Booklet 2017 – 2018



**Childs Name:**.....  
**Start Date:**.....  
**Start Time:**.....  
**Childs Symbol:**.....

## **Little Friends Pre-School**

### **"Little Friends Making New Friends"**

**67 Huntly Road  
Banbridge  
Co. Down  
BT32 3UA  
Telephone - 028406 23438  
Email – littlefriendspreschool@hotmail.co.uk  
Facebook – Little Friends Nursery**

#### **Centre Proprietor**

**Clare Waugh**

#### **Pre-School Manager**

**Nadene McEvoy**

#### **Pre-School Staff Team**

**Joanne Conlon  
Maxi Scullion  
Carolyn Potts  
Sara McNally**

#### **Pre-School Support Team**

**Linda Wilson  
Nicole Mount**

**Age Range  
3-4 years**

**School Management Type  
Education Authority**

Dear Parents/ Guardians

Welcome to Little Friends Pre-School, we are so excited that you and your child will be joining us for Pre-School in September. We can assure you that during the time your child spends with us, we will strive towards providing an environment in which they will become lifelong learners and flourish and reach their full potential. We will do this by, helping them develop their knowledge and skills so that they can attain their capability and fully utilise their talents. We also want to develop their confidence, self - knowledge and awareness which we feel are the foundations of happiness.

### **What to expect in Little Friends Pre-School**

Little Friends Pre-School is a separate entity to the day-care service at Little Friends; we have a different uniform, staff team and stricter regulations and rules from the Education Authority, which must be adhered to. Financially we are completely independent from the day-care facility so fundraising fees etc are all banked separately and all funds are used to benefit the Pre-School facility only.

### **Our Pre-School**

Little Friends Pre-School was established in 2008. It is a purpose built Pre-School on the boundary of Banbridge. We are surrounded by spacious grounds and play areas on the end of the River Bann. The Pre-School has been equipped to the highest standards to comply with regulations. Our philosophy rests on the understanding that each child is a unique and special individual with varying interests, needs and abilities. We strive to provide an environment that will help children to develop to their full potential.

### **Adult - Child Ratio**

Here in Little Friends Pre-School we have a ratio of 1 adult per 8 children. We strive to consider the children's needs and best interests and put these before any other work we do in the setting. Having this ratio means that the staff can consider the needs of all the children and help them settle in, become familiar with the daily routine and foster a sense of belonging.

### **Pre-School Staff Team - Questions or Queries**

When the Pre-School day ends at 12.00pm and all the Pre-School children have been collected, a new staff team will take over the running of the private room in the afternoons. If for any reason you do need to speak to any of the Peags Pre-School staff, please give us a call from 12.15 – 1.45, when we will be available to speak to you or arrange an appointment time with you.

## **Little Friends Pre-School Policies and Procedures**

The Pre-School's policies and procedures are available for your attention at any time. Six will be provided with our consent forms and we ask that you familiarise yourself with these and return the consent form.

- Absence Notification and Certification Procedure
- Absence of the Manager
- Accidents – Prevention, reporting, recording and notification
- Additional Needs Policy
- Admissions for Government funded Peags Pre-School Policy
- Admissions Policy
- Allegations against staff Policy
- Arrival and Departure Policy
- Birthday Policy
- Care in the sun Policy
- CCTV Policy
- Complaints Policy
- Confidentiality Policy
- Consent Policy
- Curriculum planning and evaluation Policy
- Data protection / Parents access to records Policy
- Dealing with Bodily fluids Policy
- Equality Policy
- Exclusion of Sick Children Policy
- Financial Policy
- Fire Drill Procedure and Policy
- First Aid Policy
- Health and Hygiene Policy
- Healthy Lifestyles Policy
- ICT Policy
- Infection Prevention and control Policy
- Intimate/Personal Care Policy
- Laundry of children's clothing Policy
- Laundry of Peags Pre-School Children's Clothing Policy
- Maintenance and Replacement of Play Equipment Policy
- Managing Aggression and Challenging behaviour Policy – Including Bullying
- Managing Emergencies Policy
- Management of Medicines Policy
- Management of records Policy
- Management of Risks associated with the care of individual service users Policy
- Manual Handling Policy
- Menu Planning Policy
- Mobile Phones Policy
- Nappy Changing Policy
- Notification to social services Policy
- Outings Policy
- Participation Policy
- Partnership with Parents Policy
- Photography and Videography Policy
- Play Policy
- Positive Interactions with Children Policy
- Provision of food and drink Policy
- Recruitment and Selection Policy
- Redundancy Policy
- Reporting adverse and untoward incidents Policy
- Safeguarding and Child Protection Policy
- School handover and collection Policy
- Security of the setting Policy
- Settling in Policy
- Sleep and Rest Policy
- Smoking Policy
- Social Networking Policy
- Staff Policy
- Transport for Service users Policy – provision and use
- Waste disposal Policy
- Whistleblowing Policy

## **Little Friends Arrangements for Children with Additional Needs**

When children with Additional Needs are registered in the nursery we ensure that all children are catered for individually. We do not separate them from the other children and when possible will follow the same daily routine as the rest of the room. Our primary role at Little Friends is to support parents in the care and management of their children. We welcome enquires from the parents of children with Additional Needs and will endeavour to do our utmost to accommodate. We will give our full cooperation to parents and any assigned professionals for a child who has an identified special need when enrolling with Little Friends. If we in our role as carers become concerned about any aspects of the child's physical, mental or physiological health or development we will monitor the situation and address any concerns with you the parent. For further information please see our Additional Needs Policy.

## **Little Friends policy on Child Protection**

Little Friends wants to create an atmosphere where they feel able to come to the staff for help and protection whenever they have worries or concerns. For further details on this matter please see your safeguarding policy in your welcome booklet.

## **Little Friends Policy on Managing Children's Behaviour**

Little Friends aims to reinforce self-discipline, self-esteem and to create an awareness of respect for the other children and our property. Children will be encouraged at all times to share and show consideration and respect towards others. For further details on this policy, please see your managing children's behaviour policy in your welcome booklet.

## **Equality Policy**

Little Friends is dedicated to promoting equality of opportunities to both children and employees, we wish to do this by providing activities and information to all children, their families and the staff involved. Little Friends does not accept any form of discrimination (language, behaviour or comments) by staff, children, parents, guardians or visitors to the nursery.

All policies are updated yearly and available in both houses at all time. Should you require copies of any of the policies we would be happy to help.

All of our policies are displayed in the play rooms of the pre-school. When you begin pre-school you will receive the following 6 policies to read and sign

- 1 – Safeguarding and Child Protection
- 2 – Partnerships with Parents
- 3 – Complaints
- 4 – Managing Children's Behaviour
- 5- Intimate/Personal Care
- 6 – Confidentiality

Please feel free to view all other policies as you wish.



## What does Little Friends Pre-school offer your child/children?

It is widely recognised that Pre-school education is of great value and should be available to all Pre-school children. A Pre-school, with its professionally trained team, is able to provide a wide range of opportunities for the intellectual, physical, social and emotional development of each individual child in its care.

In Little Friends Pre-school, we welcome and encourage your support and interest in the day-to-day activities. This enables your child to gain a positive attitude towards Pre-school and a sense of security in his/her new environment. The staff helps each child to form stable relationships with their peers and with other adults in the setting. This new found independence helps to provide self-confidence and self-esteem.

A wide variety of materials and activities are provided in the Pre-school, i.e. art and craft, sand, water, paint, woodwork, dough etc., this gives the children the opportunity to be creative and expressive.

Language development is a very important part of the curriculum. We encourage the use of language through books, circle time, poetry, rhymes songs, displays and role play.

Physical development is also very important and we provide the children with the opportunity to run, skip, hop, jump and slide in our all-weather outdoor area and garden areas.

At Little Friends Pre-school the team leaders are here to enable each child to learn and achieve success and to stimulate their curiosity, thus encouraging their intellectual development.

Easy access to the bathrooms encourages independent personal hygiene. We have 2 toilets in each Pre-School room which are laid out the same to ensure the children are able to get to a toilet at all times.

Little Friends Pre-school is not a day care facility and is your child's first taste of school so it's important we get it right.



## Our Aims for your child/children

Through our Pre-school curriculum, which is based on the six main areas of development, it is the intention of this Pre-school to ensure that each child should be given the following opportunities:

- ✓ To feel welcome, at ease, happy and secure in our environment in your absence.
- ✓ To develop important skills through play at his/her own rate.
- ✓ Through frequent contact with parents, create a strong link between home and Pre-school.
- ✓ To adapt to the group situation, to appreciate and be considerate towards others and to develop his/her social skills.
- ✓ To allow each child to experience success in what they do and with this they will grow in confidence and have a more positive self-image. At the same time it will help them cope with failure.
- ✓ To encourage and welcome parents into the preschool so that they may enjoy their child's satisfaction in daily achievements.
- ✓ To acquire good habits of health and hygiene.
- ✓ To develop a child's interest in the living environment.
- ✓ To encourage a love of books, stories, rhymes, songs and music.
- ✓ To ensure that each child has equal opportunities in a school setting.
- ✓ To help each child transfer smoothly to the next stage of their education.





## **Prior to starting Pre-School**

- ✓ Teach your child the name of the staff team in the setting.
- ✓ Encourage them to be more independent. They could learn to put on their coat and wash their hands independently. Encourage them to use a handkerchief or tissue and attempt to put on their shoes. **We would prefer children to be toilet trained. (Please speak to a member of staff if your child still uses training pants or nappies)**
- ✓ Always be honest with them. Prepare your child for when they will stay in Pre-school on their own and tell them that you will be back. If they are staying for private day care in the afternoon explain this to them.

## **Once they have started**

- ✓ Make sure they get to bed early. The first few weeks your child may be very tired on returning home. A bedtime routine is very important as it prepares them for the next day's activities.
- ✓ Allow enough time in the mornings for your child to get ready for school. Stressful mornings can unsettle children and limited their learning opportunities in class.
- ✓ Bring your child regularly to school. Children are happiest in an established routine, and regular attendance allows them to settle quickly into our routine.
- ✓ Please be punctual when bringing your child to school. Children who are late find it difficult to settle into the routine.
- ✓ Please do not be late collecting your child, this can be distressing.
- ✓ Send your child to school in their uniform and Velcro trainers.



## **School Hours**

**All Day Classes..... 9.00 – 12.00**

**Please note that children may be dropped off between 9.00 – 9.15 and collection time is between 12.00 – 12.15. Children must always be accompanied to and from class by an adult.**

## **Bringing toys to school**

Toys, comforters and dummies are not permitted into the Pre-School room at any-time throughout the morning. If a child is unsettled they may keep a small toy in their bag for when Pre-school is over. Money, small precious items and jewellery can easily be misplaced and we would ask you to please keep these items at home.



## What should your child wear?

Children do wear a uniform. This can be purchased from Donaghy's in Banbridge. Please name all items of clothing i.e. sweatshirts, t-shirts, coats, trousers and shoes. Please check these labels from time to time as they fade or wash off. All children must wear only Velcro trainers/shoes and should always bring a coat to school. Shoes with laces are a safety risk for the children when using physical play equipment. We would ask each child to bring a named pair of wellington boots for outdoor play, these will remain in school.

In the summer months the girls can wear a blue, red or green gingham dress and boys and girls can wear navy shorts and their school t-shirt.

To allow the children to use the toilet easily and independently we would ask that their trousers have an elasticated waist band, no jeans or trousers with buttons or belts.

We would ask that girls/boys do not wear rings, bracelets and necklaces, as these can easily catch and cause a hazard. Only stud earrings should be worn to school. A named drawstring bag with a full change of clothes should be left on the child's peg, in case of any accidents. Should you not wish for your child to be helped by a member of staff, if he/she has an accident please inform one of the staff team.

## Other adults



If you are unable to bring or collect your child from preschool, please inform a member of staff, if other people named on your child's information sheet are collecting them, please remind them that photo ID is required for the first time.

**Please note that children must always be accompanied to and from Pre-school by an adult and must be dropped off and collected from the classroom**

## Parking

We would ask you to take extra care in the car park; children should be taken by the hand at all times. You can park in the main car park through the electric gates or along the road side. Please do not park on the double yellow lines at the entrance of the building.

## What if my child is sick or unable to come to school?

If for any reason your child is unable to attend Pre-school, please contact us before 8.45am. Staff are in the main house from 7.30am to take your call. If your child is sick please do not bring them to school. If a child is on any type of antibiotic or Calpol / Nurofen has been administered before 9am please inform the staff.



<b>CHILDHOOD ILLNESSES</b>	<b>EXCLUSION PERIOD</b>
Hand, Foot and Mouth	Please inform staff as soon as your child is diagnosed with this – No Exclusion
Vomiting/ Diarrhoea	At least 48hrs after the symptoms have stopped
Head Lice	Treat according to pharmacist advice
Chicken Pox	Until all vesicles have crusted over
Measles	4 days from the start of the rash
Rubella (German Measles)	4 days from the start of the rash
Conjunctivitis	Treat according to pharmacist advice – No Exclusion
Impetigo	Until lesions are crusted or healed or 48hrs after commencing antibiotic
Whooping Cough	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment
Scabies	Affected children or staff should be excluded until one treatment has been given
Scarlet Fever	24hrs after commencing antibiotic treatment
Ring Worm	Exclusion not required but inform staff when treatment started
Mumps	5 days from the onset of swollen glands
Slapped Cheek	None once the rash has developed

**\* [Link to Public Health Agency publication](#)**  
**[Preschool fund and Wrap-Around Care](#)**

We ask parents for a £5.00 weekly fee, which covers the cost of snack and other resources that we may need in Pre-School. (E.g. Ingredients for cooking, paper and paint.) This is collected on a Monday. It is also possible to pay this termly, please ask for details. Please place the correct money in the envelopes provided to you in September with your child's name clearly marked on the front. Little Friends also have a breakfast, lunch and Day-care service and if you would like avail of this please speak to a member of staff.



### **Snack time**

During the session children will be provided with a drink of milk or water and something to eat. It is the Pre-school's policy to promote healthy eating and we provide only healthy snacks for the children. This will include fruit, vegetables, dried fruits, dips, yoghurts, breads, crackers and cheese and the children will prepare their snack themselves. You do not need to send any food to school and please do not send in sweets or chewing gum with your child.

## **Dinners**

When preschool finishes at 12.00pm a lunch club service is available until 1.15pm, please arrange details with the office in the main house.

## **Newsletters**

Each month we produce a newsletter for the parents with details of the curriculum, forthcoming events and other school news. Please remember to read it as you might miss something important. This will be put in your child's tray at the start of every month.



## **Parental Involvement**

Our Pre-School value parents and encourages them to become involved in all aspects of school life.

- ✓ Parents are welcome into the class on a daily basis
- ✓ Parents are kept informed of the Pre-School's programme and of their child's progress through informal contacts and parent meetings each term
- ✓ Parents are invited to a number of parent evenings throughout the year on topics which relate to pre-school children and their needs. By taking advantage of these, parents are better able to assist their child at this very important stage in their development
- ✓ Parents are encouraged to share their gifts and talents with the children and are greatly valued by the pre-school for the help and assistance they provide.

## **Interest tables and special events**

From time to time, the children may be asked to bring something to school for our themes, such as, our nature table, Christmas etc. This encourages the children to talk about what they have brought in and encourages our quietest children to participate. Please label all items clearly. We also have 2 teddy bears in the Pre-School called Adventure Fred and Travelling Tess. The children take it in turns to take Fred or Tess home for the weekend, write in their book about their adventure together and tell their friends at circle time the following week.



## School outings

During the year we organise school outings for the children. We will give good notice and consent forms will be sent home and must be signed and returned. We welcome parental support on these trips. **Please note that if you are helping on a trip out of school, younger siblings and babies cannot come along too.**

## School photographs

A professional photographer will come into the Pre-school to take individual photographs and a class photograph of the children during the school year. You will also be asked for permission regarding photographs taken of your child during the pre-school year.

- ✓ Local Press
- ✓ Facebook
- ✓ Displays
- ✓ Memory DVD
- ✓ Others parents at sports day etc.

## Open Door Policy

All parents are most welcome to come into the classroom on a daily basis to see what the children are working on. For those working full time we would ask you to visit the preschool at least once a term. This encourages the children to value their work and promotes their self-confidence and self-esteem. If at any stage throughout the year you have a question or query please do not hesitate to speak to a member of staff.

## Parent interviews

Throughout the year, staff are observing, recording and evaluating the children's progress through their work and play. We are available on a daily basis to brief parents about their child's progress, if you have any concerns please arrange to come in for a meeting to discuss these. We also have 3 occasions in October, February and May/June where we will have a detailed discussion about your child's progress and you will receive a copy of your child's Record of Progress. A copy of the 3<sup>rd</sup> term report will be forwarded to the primary school your child will be attending. We trust you will find these occasions both invaluable and informative.



## **Security**

Here at Little Friends, security is of the utmost importance to us. The gates to gain access to the main Pre-School building are electric operated and all parents or carers will be asked to use their security fob when dropping off and collecting their children. All parents will be issued 1 fob by Friday 8<sup>th</sup> September. All the main doors of the Pre-School building are locked at 9.15 and access is only permitted by the Leader of the Pre-School. If you require any extra fobs these will cost £3.00. Please speak to a member of the Pre-School staff if you feel you need an extra fob.

## **Holiday Arrangements**

The Pre-School will confirm all holidays at a meeting to be held in August 2017. Further information will sent out on the first morning of pre-school.

## **Media Initiative Programme**

Here in Little Friends Pre-School we implement the Media Initiative Programme for children. The Media Initiative Programme for Children (MIFC) was developed by Early Years and the Peace Initiatives Institute. It combines a series of cartoon advertisements with a pre-school curriculum. Together they aim to build a better understanding among very young children of physical, social and cultural differences.

This programme aims to;

- ✓ Increase awareness among all children three to five years of age, their parents and teachers in Northern Ireland and the Republic of Ireland, about diversity, different cultural traditions, festivals and orientations.
- ✓ Encourage them to demonstrate respect for others who are different
- ✓ Encourage understanding of others who are different to themselves
- ✓ Demonstrate the benefits of behaving in a way that respects other people who are different from themselves
- ✓ Demonstrate the benefits of accepting and including those who are different from themselves rather than ridiculing, fighting with or rejecting them.

This programme is implemented with the use of puppets, cartoon videos, jigsaws, posters, books and games. We will also celebrate different cultural festivals throughout the year. i.e. – Christmas, Chinese New Year, St. Patrick's Day and the July traditions of Northern Ireland.

## **All about Me Booklet**

Included in this pack is an "All about me" Booklet. This helps the staff get to know more specific details about your child's likes, dislikes and comforts. Please complete this booklet with your child and bring it along on your child's first day.

## **External Agencies Involved in our Setting When Required**

- ✓ Education Authority – (Previously known as SELB)
- ✓ Educational Psychologists
- ✓ Occupational Therapists
- ✓ Early Years Specialist
- ✓ Speech Therapists
- ✓ Social Services – (Annual Inspections)
- ✓ Communication and Language Team
- ✓ Other Education / Health Professionals

## **What should be brought to Pre-School before September**

(We would ask that all these items are brought to the main entrance of Little Friends on one of the following dates: 4<sup>th</sup> or 11<sup>th</sup> August. This will allow the staff to get the room ready for your child's arrival in September)

- ✓ 4 Passport size photographs
- ✓ 1 Box of tissues
- ✓ 1 Pair of wellies – labelled to stay in Pre-School
- ✓ All consent forms signed

## **Child Record Keeping**

In Little Friends, we will keep the following records;

- ✓ Incident and Accident Forms carried out by the staff
- ✓ Individual child observations
- ✓ Planning and evaluation documents
- ✓ CCTV observations on staff and children by management
- ✓ Transitions reports
- ✓ Cleaning records
- ✓ Risk assessments both indoors and outdoors
- ✓ Meetings with staff, parents and management

All staff must comply with the nursery rules and rotas – keeping them up to date and complete at all times. Please speak to a member of staff if you wish to view any of your child's records.





## **Pre-School Curriculum**

In Little Friends Pre-School we follow the Northern Ireland Pre-School Curriculum.

This includes 6 main areas of learning in which your child will be observed on a monthly basis.

These areas are;

- ✓ Personal, Social and Emotional Development
- ✓ Language Development
- ✓ Physical Development and Movement
- ✓ The Arts
- ✓ Early Mathematical Experiences
- ✓ The World Around Us.

## **Curriculum Content and Organisation**

### **Personal, Social and Emotional Development**

These areas are crucial for young children in all aspects of their lives and give them the best opportunity for success in all areas of learning. Our aim is to promote and develop self-esteem and self-responsibility alongside interest, understanding and value for the child's own experiences of others around them. We provide the children with opportunities to work as part of a group or as an individual to help them develop their personal, social and emotional skills.

These include:

- ✓ Story time
- ✓ Circle time
- ✓ Role play and dressing up
- ✓ One to one discussions



### **Language Development**

This underpins all learning. We encourage all children to explore all activities that will enable them to function effectively as a member of society. We give them all opportunities to develop skills in speaking and listening that will enable



them to process information, being aware of their needs and interacting with others.

These include:

- ✓ Listening games
- ✓ Nursery rhymes and songs
- ✓ Storytelling to the group

The children will be taught pre-writing skills beginning with mark making and encouraging them to recognise their own name and the letters in their name.

We do this the following ways:

- ✓ Modelling with dough and clay
- ✓ Using a variety of writing equipment and paper
- ✓ Using paint and crayons

### **Early Mathematical Experiences**

Mathematical concepts are important for everyday life. All children take part in activities to explore, enjoy and develop an understanding of early maths. These include counting, sorting, matching, becoming aware of time and sequencing, space, shape, colour, patterns, positions and making connections and comparisons. The children will become aware of simple early concept e.g. full and empty, heavy and light, long and short and more and less. We do this in both indoor and outdoor activities through:

- ✓ Construction
- ✓ Sand and water
- ✓ Stories and rhymes
- ✓ Daily routine
- ✓ Preparing snack

### **Physical Development and Movement**

The development of gross and fine motor skills. To teach children what they need to do to keep their bodies healthy and safe, to encourage them to become independent and develop self-help skills'

These include:

- ✓ Running, climbing and jumping
- ✓ Gain experience in using trikes, scooters and push along carts
- ✓ Dancing
- ✓ Threading
- ✓ Jigsaws
- ✓ Using scissors



### The World Around Us

Children are naturally curious and we provide them with many opportunities to investigate, question and explore the environment around them. The children will begin to develop a range of skills and concepts including observations and experimentation through the following:

- ✓ Using the computer and C.D player
- ✓ Planting seeds in the garden
- ✓ Talking about ourselves, the colour of our skin and our bodies
- ✓ Exploring a range of natural and manmade materials



### The Arts

This area is about making new things, exploring new ideas, taking risks and solving problems. Creative play assists in emotional development and is a great avenue for self-expression. The children will explore a variety of materials, appreciating colour, shape, texture and sound. They will express their ideas, use their imagination and make simple representations using a variety of materials. The children will begin to value their own and others' work. The arts also include expressing their ideas and feelings during role play and responding to music and handling instruments.

We encourage the children to develop their art skills through

- ✓ Creative art modelling and painting
- ✓ Music and movement
- ✓ Role play and imaginative play

**WE FOLLOW THE "NORTHERN IRELAND CURRICULAR GUIDANCE FOR PRESCHOOL" Have a link to this document?**

## **Staff Development, Training and Qualifications**

In Little Friends Playgroup the staff are continuously striving to upskill and develop their knowledge. We update our Food Hygiene, First Aid and Child Protection qualifications every 3 years. Staff take part in training from Early Years, Education Authority, Southern Childcare Partnership and In house training.

### **Staff Qualifications**

<b>Maxi Scullion</b>	<b>Sara McNally</b>
<ul style="list-style-type: none"> <li>✓ QCF Level 5 Strategic Leadership, Learning and Development</li> <li>✓ QCF Level 2 in Childcare and Education</li> <li>✓ Designated Child Protection</li> <li>✓ First Aid</li> <li>✓ Food Hygiene</li> <li>✓ Various Early Years, Education Authority and In House Courses</li> </ul>	<ul style="list-style-type: none"> <li>✓ QCF Level 2 and 3 in Children's Learning, Care and Development</li> <li>✓ Child Protection</li> <li>✓ Food Hygiene</li> <li>✓ First Aid</li> <li>✓ Various Early Years, Education Authority and In House Courses</li> </ul>

<b>Nadene McEvoy</b>	<b>Joanne Conlon</b>	<b>Carolyn Potts</b>
<ul style="list-style-type: none"> <li>✓ BTEC Level 7 Award in Strategic Leadership and Management</li> <li>✓ QCF Level 5 Strategic Leadership, Learning and Development</li> <li>✓ CACHE Diploma Level 3 in Children's Learning, Care and Development</li> <li>✓ Designated Child Protection</li> <li>✓ Child Protection</li> <li>✓ First Aid</li> <li>✓ Food Hygiene</li> <li>✓ Various Early Years, Education Authority and In House Courses</li> </ul>	<ul style="list-style-type: none"> <li>✓ QCF Level 2 and 3 in Childcare and Education</li> <li>✓ Child Protection</li> <li>✓ First Aid</li> <li>✓ Food Hygiene</li> <li>✓ Various Early Years, Education Authority and In House Courses</li> </ul>	<ul style="list-style-type: none"> <li>✓ NNEB Level 3 in Childcare and Education</li> <li>✓ Playwork Level 3</li> <li>✓ Child Protection</li> <li>✓ First Aid</li> <li>✓ Food Hygiene</li> <li>✓ Various Early Years, Education Authority and In House Courses</li> </ul>

## **Allocation of Pre-School Room**

There is no difference between the pre-school rooms and all children receive the same pre-school experience. The children will begin in the room outlined on the front of this document but for any reason you wish your child to move throughout the year this can be discussed with Nadene.

## **Settling in Times**

There is an attached sheet with your child's settling in date and time.

## **Play Day / Induction Day**

Our first morning will be on Friday 1<sup>st</sup> September 2018. All children are invited to attend this day with a parent / guardian. This will be an informal day for your child to get to know other children in their class and for parents to meet each other.

**Uniform is not required on this day.**

**Pre-School will officially start on Monday 4<sup>th</sup> September.**

## **ETI Inspection**

On 3<sup>rd</sup> May 2017 we received our ETI Inspection, please have a look online at [www.etini.gov.uk/sites/etini.gov.uk/files/publications/preschool-inspection-little-friends-private-day-care-banbridge-county-down-5ca-0559.pdf](http://www.etini.gov.uk/sites/etini.gov.uk/files/publications/preschool-inspection-little-friends-private-day-care-banbridge-county-down-5ca-0559.pdf). **LINK**

**During this inspection we achieved the highest overall effectiveness -**

**"Little Friends Playgroup has a high level of capacity for sustained improvement in the interest of all the learners."**

<b>Overall effectiveness</b>	<b>High level of capacity for sustained improvement</b>
<b>Outcomes for learners</b>	<b>Very Good</b>
<b>Quality of provision</b>	<b>Very Good</b>
<b>Leadership and management</b>	<b>Outstanding</b>

## **Useful list of contacts**

Clare Waugh – Proprietor – 028406 23438

Nadene McEvoy – Pre-School Manager – 028406 23438

Email – [littlefriendpreschool@hotmail.co.uk](mailto:littlefriendpreschool@hotmail.co.uk)

**Join us on Facebook – Little Friends Nursery**