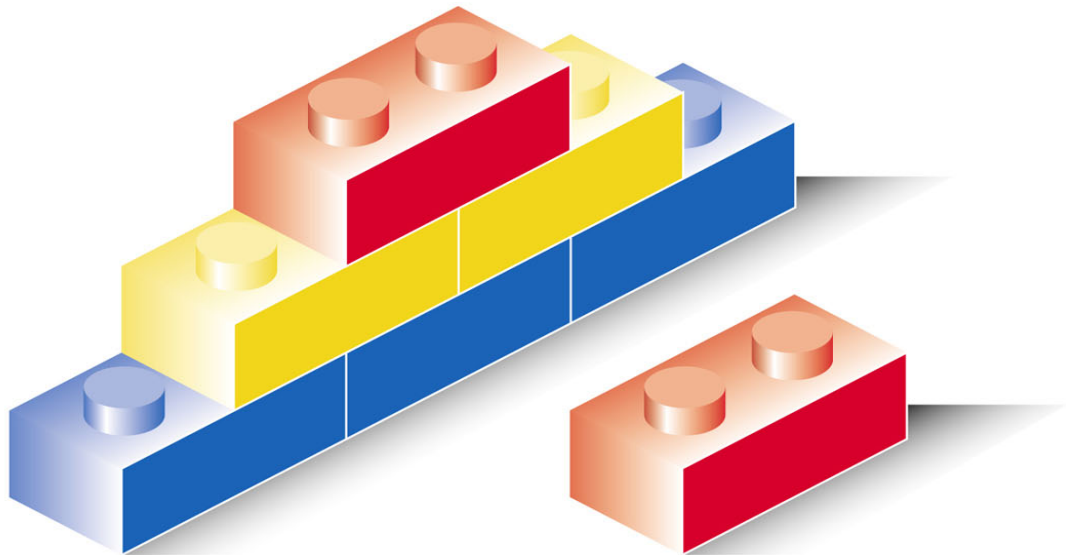


Prospectus

Building for the future....



Hazeldene Heights PRE-SCHOOL

AT PUTNOE HEIGHTS CHURCH

**A Partnership between
Putnoe Heights Church and Hazeldene School**

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An Introduction to Hazeldene Heights Pre-School

Our aims are to:

**Enhance the development and education of children
aged two years six months to statutory school age in a parent
involving, church-based group.**

Provide a safe, secure and stimulating pre-school environment.

**Work within a framework that ensures equality of
opportunity for all children and families.**

**Bring children and parents into contact with, and
offer a welcome to, Putnoe Heights Church.**

We believe that

Children Learn Through Play

**Hazeldene Heights Pre-School has charitable status
under Statutory Instrument 2002 no. 1598**

Introduction

Children start pre-school from 2 and a half years, and remain with us until they are 4+.

The Organisation

Hazeldene Heights is established and governed by the Church Council of Putnoe Heights Church. It has charitable status by virtue of this fact. We have a formal agreement with the governing body of Hazeldene Lower School, which commits us to working together as a partnership in the pre-school education we provide.

The Church Council has responsibility for the running of Hazeldene Heights; it delegates a Management Team who frequently meet to act on its behalf. All staff are employed directly by the Church Council and are subject to the policies and discipline of Putnoe Heights Church. Our teachers are well qualified, motivated and personally committed to providing good quality care and education for your children. Parental involvement is encouraged and parents are active in supporting the group in numerous ways.

Accommodation

We are fortunate to have large spacious premises where children have ample personal space to play and explore. Hazeldene Heights is also particularly fortunate to have a permanently equipped classroom with high quality facilities for children and also a large outside secure play area with a safe surface and play equipment, there is also a raised garden area for planting. Other rooms are made available on an occasional basis for older children to have some time together in smaller groups. Older children are regularly taken for a walk around the locality. Occasionally a visit to the library may be made. Risk assessment is always carried out. An office is located in the Centre for the pre-school where parents can meet confidentially with the Headteacher of pre-school and there are additional rooms for meetings and social events for parents.

Pre-school Holidays

Pre-school term times are usually the same as the local lower schools, sometimes possibly a few days different.

Pre-school Session Times

Main Hall

Monday 9.30 am to 12 noon, and 12.30 pm to 3 pm.

Tuesday 9.30 am to 12 noon.

Wednesday 9.30 am to 12 noon, and 12.30 pm to 3 pm.

Thursday 9.30 am to 12 noon.

Friday 9.30 am to 12 noon.

Monday to Friday inclusive 9.30 am to 12 noon

Small Hall – Spring and Summer Terms

Monday 9.30 am to 12 noon

Thursday 9.30 am to 12 noon

Friday 9.30 am to 12 noon

Small Hall – Autumn Term

Friday 9.30 am to 12 noon

Lunch Club

We run a lunch club on Tuesdays and Thursdays 12 noon - 12.50 pm, maximum 12 children. Please provide a healthy packed lunch with no nuts or nut products. Cost is £2.50 per child.

Introductory Morning

All children who are new to pre-school are invited with their parents or carers, to attend an Introductory Morning to meet the pre-school teachers. This usually takes place the day before the start of term. This enables them to recognise a friendly and familiar face when they start pre-school within the next few days. Whilst the teachers are talking to the parents or carers, the children have the chance to spend time with some of the toys and activities that they will be using within a pre-school session.

Equipment

We have extensive resources and equipment to vary and maintain the interest of our children so that they develop in all areas of the curriculum. This is constantly updated, using Local Authority Educational catalogues that comply with guidelines for quality, safety and suitability.

Staff and Training

We have highly qualified pre-school teachers and we are committed to providing an ongoing programme of training. As a member of the Pre-school Learning Alliance, we are constantly in touch with new developments in the field of child education and care.

Parents Rota

Research shows that children learn better when parents take an active interest and feel involved. Our rota system enables parents to help in the group on a regular basis. This allows us to maintain the high ratio of adults to children in our pre-school, as well as providing parents with the opportunity to take an active part. You will find it helpful to understand what takes place during the sessions and you will be able to talk with your child about their day. We hope that you will also value the opportunity to meet other adults involved with the pre-school.

Parents Rota Instructions and More Information

Main Hall, Small Hall, and Playroom

Parents help -can be fun

Here are some instructions to make it one!

Please arrive either 9.15 am or 12.30 pm.

In the Small Hall and Playroom, we ask that no younger siblings come along with you when you are on duty as some of the toys contain very small pieces.

In the Large Hall you are very welcome to bring younger siblings, but you will need to record that they are with you.

Don't be afraid to ask questions.

Normal tasks may include:

Help staff to set up the room for pre-school.

Join in registration and news time.

Make drinks at various times of the day for the adults on duty - and wash up!

Join in with the children's play, and help putting on aprons for messy activities and water play.

Help with snack time.

Clear up at the end of the session, particularly when paint has been used.

Curriculum

As we are a part of the Bedfordshire's Early Years Plan we are working to EYFS Curriculum Guidance for the Foundation Stage Early Learning Goals and planning towards the foundation stage for children's learning and are subject to OFSTED inspections. A copy of our full curriculum policy, which shows our educational programmes and activities, is contained in this prospectus.

Special Events

At the end of each term the children normally give a short concert to which family and friends are invited, this is often combined with a coffee morning. In the summer term children are invited to take part in a sports day and during the year various events take place.

Special Needs

We aim to provide a welcome, and appropriate learning opportunities for all children. We consider that the presence of children and adults with special needs is a positive influence on our pre-school. Our Equal Opportunities Policy is contained in this prospectus.

Links With Other Organisations

Parents and Toddlers

Many of our children attend Toddler Playtime before attending pre-school. This enables the children to become familiar with the surroundings whilst accompanied by their parent or carer.

Goldington & Putnoe Children's Centre

This is based in the church centre. The office is open 9.00am – 5.00pm Monday – Friday telephone 01234 340552 or 353512

Sunday School

This takes place during the main Sunday Service at 11.00am. Children are welcome to join at any time.

StoryBox

This takes place every Monday in Putnoe Heights Church at 12 noon. All under 5's welcome and their carers for a sandwich lunch followed by a Bible story, singing and activities. For more information contact Liz Spavins on Bedford 302349

Childminders

The North Bedford Branch of the National Childminding Association meets at the Church Centre on Wednesday mornings. If you are considering returning to work, why not combine attendance at Pre-school with care in a home environment?

Schools

The vast majority of our children transfer to Hazeldene Lower School, however we welcome contact with all schools that our children are due to attend.

Please note admission to Hazeldene Lower School must be sought in the usual way and there is no automatic entry system by virtue of a child attending Hazeldene Heights.

Policies

Copies of our policies are contained within this prospectus, however specific pre-school policies are intended only to work alongside the existing policies of Putnoe Heights Church Centre, which govern all Church organisations.

Registration

If you wish to register your child for a place at our pre-school please complete an application form, one is usually enclosed with this prospectus or may be obtained from the Headteacher of pre-school.

Policies

The policies on the following pages were last reviewed February 2008.

Please note that due to frequent review, our policies and practices are subject to change.

As a result, the policies outlined in this prospectus may be changed at any time.

1. Admissions Policy

It is our intention to make our pre-school accessible to children and their families from all sections of the local community. In order to accomplish this we operate a waiting list and a registration fee will be requested. The Church Council reviews policy frequently. The following criteria are considered when allocating children from the waiting list, providing the child is of pre-school age. The Headteacher of pre-school, who will consider each child on an individual basis, exercises discretion.

1. Cases referred by Church Leadership Team.
2. Cases of social/special needs (including referrals from Social Services etc).
3. Children in their pre-reception class year.
4. Children of families actively involved with the life of Putnoe Heights Church.

Once the Headteacher of the pre-school has offered a place it will not be withdrawn providing the parent replies by the due date.

We will offer one or two afternoon sessions [subject to availability] when the child is 2 years 6 months old. Priority will be given at each termly intake to the oldest children on the waiting list.

If unable to offer two sessions immediately, the second session will be offered as soon as available and, on reaching eligibility for government funding, sessions may be increased subject to maximum capacity of the pre-school.

Please note we do not guarantee days or times of sessions.

2. Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this

1. Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed by the staff of the pre-school and notified to all adults within the pre-school.
2. Carers will be informed of our expectations of them.
3. All adults in the pre-school will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up suitable habits of behaviour.
4. All adults will provide a positive model for the children with regard to friendliness, care, good manners and courtesy.
5. Adults in the pre-school will praise and endorse desirable behaviour such as kindness and willingness to share.
6. We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

When children behave in unacceptable ways

1. Physical punishment, such as smacking or shaking, will be neither used nor threatened.
2. Children will never be sent out of the room by themselves.
3. Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used.
4. Children who misbehave will be given, where possible, one-to-one adult support in seeing what was wrong and working towards a better pattern.
5. Where appropriate this might be achieved by a period of ‘time out’ with an adult.
6. In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanation rather than personal blame.
7. In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
8. Adults will not shout, or raise their voices in a threatening way, unless it is considered necessary to prevent an injury to a child.
9. Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children’s level of understanding and maturity.
10. Recurring problems will be tackled in partnership with the child’s parents, using objective observation records to establish an understanding of the cause.
11. Adults will be aware that some kinds of behaviour may arise from a child’s special needs.

3. Curriculum Policy

As we are a part of the Bedfordshire’s Early Years and Childcare Plan we are working to Birth to Three and Early Learning Goals for children’s learning and are subject to OFSTED inspections. The main findings from our last OFSTED report are also enclosed. All activities are planned around the National Curriculum areas - Personal, Social and Emotional Development , Language, Literacy and Communication, Mathematics, Knowledge and Understanding of the World, Physical Development and Creative, Development. We aim to support all children and strive to develop their potential at their own pace by providing developmentally appropriate play activities. In order to achieve this we will -

Communication, Language and Literacy

1. Encourage children, both in small and large groups, to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes.
2. Help children to understand that written symbols carry meaning, to be aware of the different purposes of writing and, when they are ready, to use drawn and written symbols for themselves.
3. Provide a well-stocked book corner to give every child the opportunity and encouragement to become familiar with and enjoy books, able to handle them and be aware of their uses, both for reference and as a source of pleasure.

Personal, Social, and Emotional Development

1. Support children individually, in a nurturing environment, to develop confidence, autonomy and self-respect.
2. Encourage children to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults.
3. Provide activities, conversation and practical example so that they learn acceptable ways to express their own feelings and to have respect of the feelings of others.
4. Allow children, as appropriate to take responsibility for themselves and also for the group, its members and its property.

Mathematical Development

1. Provide adult-supported practical experiences, to enable children to become familiar with sorting, matching, ordering, sequencing and counting activities, which form the basis for early mathematics.
2. To assist the children to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number.
3. To use songs, games and picture books to help children become aware of number sequences and, when they are ready, to use simple mathematical operations.

Knowledge and Understanding of the World

1. Provide a range of natural and manufactured materials to allow children to explore and experiment in a safe and stimulating environment.
2. Help children to observe the features of objects and substances, recognising differences, patterns and similarities, and to share their findings.
3. Assist children in exploring and understanding their environment, both within the group and also in the wider community.
4. Provide a range of safe and well maintained equipment, to enable children to extend their technical understanding,
5. Use simple tools and techniques as appropriate to achieve their intentions and to solve problems.

Physical Development

1. Provide a range of equipment and opportunities, both indoors and out of doors, to allow children to develop confidence and enjoyment in the use and development of their own body skills.
2. Maintain a high level of adult supervision to enable children to create and meet physical challenges safely, developing increasing skills and control in moving, climbing and balancing.
3. Support children in the development of fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.

Creative Development

1. Encourage children to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experiences in two and three dimensions.
2. Provide art equipment, including paint, glue, crayons and pencils, as well as natural and discarded resources, to give open-ended exploration of colour, shape and texture and develop the skills of painting, drawing and collage.
3. Give children the opportunity to become involved with and respond to music and stories.
4. Provide many opportunities for imaginative role-play, both individually and as part of a group.

4. Equal Opportunities Policy

We are committed to provide equality of opportunity for all children and families in accordance with relevant legislation. We will make our equal opportunities policy known, and will ensure that the pre-school is advertised and material made accessible in such places as the local library.

The pre-school and its practices will be described in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.

Employment

The pre-school will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed. Commitment to implementing Putnoe Heights Church Equal Opportunities Policy will form part of the job description for all workers.

Families

The pre-school recognises that many different types of family successfully love and care for children. The pre-school offers a flexible payment system for families with differing means.

Festivals

We will show respectful awareness of all the major events in the lives of the children and families in the pre-school, and in our society as a whole and we welcome the diversity of backgrounds from which they come. Out of respect for other faiths and in the context of a Christian church pre-school activities will be educational not worship orientated.

The Curriculum

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

Special Needs

The pre-school recognises the wide range of special needs of children and families in the community, and will consider what part it can play in meeting these needs. Planning for pre-school meetings and events will take into account the needs of people with disabilities.

Discriminatory behaviour/remarks

These are unacceptable in the pre-school. The response will be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Language

Bilingual/multilingual children are an asset to pre-school life. They will be valued and their languages recognised and respected in the pre-school.

Food

Medical, cultural and dietary needs will be met.

5. Complaints Procedure

We believe that it is in the best interests of the pre-school and parents that complaints are taken seriously and dealt with fairly and in a way which respects confidentiality. We believe that children and parents or carers are entitled to expect courtesy and prompt, careful attention to their needs. Our intention is to work in partnership with parents, and the community and we welcome suggestions as to how we may improve our Pre-school. A complaint record will be kept by the pre-school and will be made available to Ofsted at all inspections.

Making concerns known.

A parent who is uneasy about any aspect of the pre-school, or the care which their child is receiving, should talk with the Headteacher of pre-school.

Most complaints should be resolved informally.

If there is not a satisfactory outcome within two weeks, or if the problem recurs, the parent should put the concerns or complaint in writing, a complaints record form will be supplied, which may be used.

Written complaints will be referred to Putnoe Heights Leadership Team and a meeting will subsequently be arranged. A friend, colleague or other representative may be present and an agreed written record of the discussion will be made.

If the problem is still unresolved an agreed mediator, acceptable to both parties, may be invited to listen to both sides and offer advice. A record will be kept of this meeting.

If the matter is still unresolved, the final decision will rest with the Church Council. Details of the Early Years Partnership complaints procedure will also be provided to parents whose child is in receipt of Nursery Education Grant.

The role of the registering authority:

In some circumstances, it may be necessary to consult OFSTED EARLY YEARS who have a duty to ensure laid down requirements are adhered to. They would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements and must be informed within 28 days of the complaint being received.

6. Confidentiality and Record Keeping Policy

We aim to respect the wishes of parents/carers and to adapt our curriculum according to a child's needs.

In order to achieve this we will:

1. Maintain a log of observations made by staff and long term volunteers (3 months+). Access to this log will not be permitted to parent helpers.
2. Formal observations will be completed on four-year-olds within the group in order to fulfil the curriculum planning requirements of the funded scheme.
3. Parents/carers may request to see written records of their child. In the case where entries have been made in the daily log, sufficient time must be allowed for an individual child's records to be extracted.
4. Records will only be available to staff on a 'need to know' basis.
5. Liaison with outside organisations and professionals will only take place where the parent has given consent. However confirmation of a child's attendance at Pre-school will be given to schools on request, together with knowledge of friendships. (Children planning to transfer to Hazeldene Lower School will be covered by our agreement with them and special arrangements will apply.)
6. Records will be given to parents when the child leaves the group for them to pass on, if they wish, to the child's next setting. (Children planning to transfer to Hazeldene Lower School will be covered by our agreement with them and special arrangements will apply.)
7. Where a child study needs to be completed as part of staff training, the student will be obtain written permission from the parent before the study commences.
8. Observations will only be carried out by suitably qualified staff.
9. All staff will be bound by confidentiality including long-term volunteers and temporary staff.

7. Parental Involvement Policy

The pre-school is supervised by highly trained and qualified staff, nevertheless we appreciate the support of 'parent helpers' one morning a term during a session that their child is already attending. Research shows that children learn better when parents take an active interest and feel involved. Our rota system enables parents to help in the group on a regular basis. This allows us to maintain the high ratio of adults to children in our pre-school, as well as providing parents with the opportunity to take an active part. You will find it helpful to understand what takes place during the sessions and you will be able to talk with your child about their day. We hope that you will also value the opportunity to meet other adults involved with the pre-school.

In our practices we aim to make clear that pre-school welcomes both fathers and mothers, other relations and carers, including childminders, and people from all cultural, ethnic, religious and social groups, without discrimination regarding abilities. Whenever the word parent is used this understanding should be acknowledged.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents and their children feel comfortable in the pre-school, to benefit from what it has to offer and to be confident that their parents will return at the end of the session.

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences at pre-school. In order to encourage this we will -

1. Encourage parents to visit the pre-school with their children during the weeks before admission
2. Make clear to families from the outset that they will be supported in the pre-school for as long as it takes to settle their child there and reassure parents whose children seem to be taking a long time settling in the pre-school.
3. Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Parents are the main educators of their young children. The aim of the pre-school is to work in partnership with the workers/carers to provide good early years education. To achieve this we will -

1. Welcome the contributions of parents, whatever form these may take.
2. Encourage parents to take an active part in supporting the group.
3. Make all new parents aware of the group's systems and policies.
4. Ensure opportunities for parents to discuss progress of their child with staff.
5. Ensure that all parents have opportunities to contribute from their own skills, knowledge and interest to the activities of the group.
6. Provide newsletters of activities of the group.
7. Make known to all parents systems for registering queries, complaints & suggestions.

8. Health and Safety, Hygiene and Child Safety

The safety of young children entrusted to our care is of paramount importance. The pre-school will be governed by the Health and Safety Policy of Putnoe Heights Church. This policy is carefully observed to ensure correct practice in relation to such things as fire drills, safe equipment, no smoking etc. and the recording of all accidents.

Safeguarding the welfare of children

The pre-school will be governed by the Local Safe Guarding Children's Policy of The North Bedford Church Partnership, St Mark's and Putnoe Heights Church. A copy of this policy is attached. This policy provides specific instructions concerning supervision, and correct behaviour towards children. Clear procedure is also established for the reporting of any information relating to the possible abuse of children by any person. Every member of staff is obliged to report any suspicion of abuse immediately to their line manager and The Reverend Charles Royden.

Health and Hygiene

Our pre-school promotes a healthy lifestyle and a high standard of hygiene in its work with children and adults. Parents are asked to keep their children at home if they have any infection, and to inform the Pre-school as to the nature of the infection so that the Pre-school can alert other parents and make careful observation of any child who is unwell. Parents are asked not to bring into Pre-school any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack. Cuts or open sores whether on adults or children should be covered with sticking plasters or other dressings. If a child is taking prescribed medication we will not administer unless it is an inhaler device. Parents would be required to return to pre-school to administer other medicines.

Hygiene practice

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed -

Hands washed after toilet.

Tissues available for children to encourage blowing and wiping of noses when necessary

Children encouraged to cover their mouths when coughing.

Hygiene rules relating to bodily fluids will be followed with particular care and all staff and volunteers aware how infection, including HIV can be transmitted.

No smoking is allowed on the premises.

Spare laundered pants and other clothing are available in case of accidents, and polythene bags are available for soiled garments.

All surfaces are cleaned daily with appropriate cleaner.

Pre-School observe all current legislation regarding food hygiene registration and training.

The kitchens and toilets at Putnoe Heights Church are regularly inspected and registered with the Environmental Health Department.

We do hope parents/carers feel free to discuss their children and any problems they may be having with the Pre-school teachers and to ask any questions that they may wish.

Safety practice

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure that:

1. A book is available at each session for the reporting of any accident/injury.
2. Adults supervise children at all times.
3. Regular safety monitoring will include checking of the accident and incident book and reporting all accidents to the Church Centre Management Team.
4. All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door at these times.
5. Children will leave the group only with an authorised adult.
6. On outings, the adult/child ratio will be at least one to four.
7. Equipment is checked before use and any dangerous items repaired or discarded immediately.
8. The layout and space ratios allow children and adults to move freely between activities.
9. Fires/heaters/electrical points/wires and leads are adequately guarded.

10. No dangerous materials will be placed near children. Inhalers will be stored in a locked box.
11. Children are not allowed in the kitchen.
12. Adults are careful with hot drinks.
13. Fire drills are held half-termly and fire exits are kept clear at all times.
14. A register of both adults and children is completed.
15. No smoking is allowed on the premises.
16. A correctly stocked first aid box is available at all times.
17. Whenever children are on the premises at least two adults are present.
18. Large equipment is erected with care and checked regularly.
19. Adequate supervision is provided at all times.
20. Equipment is appropriate for the child's level of development.

9. Special Needs Policy

Our pre-school aims to have regard to the DFEE Code of Practice on the Identification and Assessment of Special Educational Needs, and to provide a welcome, and appropriate learning opportunities for all children. Children with special needs, like all other children are admitted to pre-school after consultation with parents, pre-school teacher and key worker. Our system of observation and record keeping which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis. Our key worker system ensures that each pre-school teacher is specially responsible for and close to six children, so that each child receives appropriate adult time and attention. If it is felt that the child's needs cannot be met in the pre-school without the support of a one-to-one worker, funding will be sought to employ one. Our pre-school teachers attend in service training on special needs arranged by the Pre-school Learning Alliance and other professional bodies.

In order to achieve this we will -

1. Welcome children with special needs to the pre-school, if appropriate, after consultation between all relevant parties.
2. Monitor and provide suitable equipment and access for all children's needs and progress.
3. Seek funding for a one-to one worker if it is considered appropriate.
4. Work in liaison with staff outside the group to meet children's specific needs.
5. Observe and monitor all children's progress.
6. Discuss concerns with parents/carers and encourage them to make full use of other services available (e.g. Opticians. GP's, Health Visitors etc).
7. Complete necessary documentation in accordance with Bedfordshire LEA's Code of Practice Training course. Making referrals to The Child Development Centre if appropriate.
8. Recognise the developmental needs of particularly gifted children.
9. Endeavour to provide appropriate training and staffing required for the individual needs of the child, bearing in mind funds available.

10. Staffing and Employment Policy

It is our intention to be a fair employer and to meet all the requirements of the Children's Act. In order to achieve this we will:

1. At all sessions endeavour to have one member of staff to eight children and at least one Parent Helper or other adult.
2. Operate a key worker system to ensure that each child and family has one particular staff member who takes a special interest in them.
3. Have regular staff meetings to provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.

4. Encourage staff to attend relevant training opportunities, contributing to some of the cost.
5. Monitor the work of our staff and provide appropriate advice and support.
6. Recruit, appoint and employ staff in accordance with all relevant legislation.
7. Review Terms and Conditions of Employment at least once each year.

11. Student Placement and Work Experience

We recognise that the quality of our pre-school makes it attractive to students and persons seeking work experience. Students are welcome into the pre-school on the following conditions:

1. That they are considered fit persons.
2. Students should not hinder the essential work of the pre-school.
3. Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
4. Any information gained by the students about the children, families of the adults in pre-school must remain confidential.
5. Students should adhere to all of the policies for pre-school and employees of Putnoe Heights Church Council.

12. Procedures for Incidents of Bullying Within Pre-School

1. Pre-School staff engage in ongoing observations and assessments on all children that will identify bullying or changes in behaviour that may indicate if a child is being bullied.
2. Pre-School staff will take seriously all reported incidents of bullying and not dismiss verbal and emotional bullying as less serious than physical bullying.
3. Pre-School staff will remain vigilant and will be aware that bullying can often be hidden.
4. Pre-School staff will understand the dynamics of bullying and that the bully is often an emotionally distressed child who requires appropriate support as well as non-acceptance of behaviour.
5. Pre-School staff will be aware of and familiar with positive behaviour management techniques as in Behaviour Management Policy.

13. Medication Policy and Practice

Expectations concerning illness and Pre-School.

Parents are asked to keep their children at home if they have infection, and to inform the pre-school as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell. Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack.

If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.

Cuts or open sores, whether on adults or children, should be covered with sticking plaster or other dressing, before arriving at pre-school, but these cannot be applied by staff.

Procedures for administration of medicines

Agreement will not normally be given for the administration of medicines such as antibiotics. Asthma inhalers are considered by Insurers to be oral medication. In exceptional

circumstances when agreement is made the following conditions will apply:

All medication must be prescribed by a GP and have clear instructions in how to administer such medication.

The parent/guardian must provide prior written consent

Information will be obtained from the parent, giving clear instructions about the dosage, administration of the medicine and permission for a member of staff to follow the instructions.

All medications will be kept in a lockable cupboard.

A medication book will be available to log the name of child receiving medication, times that the medication should be administered, date and time when medication is administered, together with the signature of the person who has administered each dose.

First Aid

The pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

There will always be on the premises at least one qualified first aider trained to administer first aid to children.

Special Medical Circumstances

The following relates to the case of the administration of life saving medication such as insulin/adrenalin injections, use of nebulisers, epipens for anaphylactic shock reactions to nuts, eggs etc. It also relates to children requiring equipment to help with every day living, e.g. breathing apparatus, to take nourishment, colostomy bags etc.

In such cases specialist advice will be sought in each case from the pre-school's insurance company. If agreement is provided the following conditions will apply:

1. All medication must be prescribed by a GP and have clear instructions in how to administer such medication.
2. The parent or guardian must provide prior written consent
3. Information will be obtained from the parent, giving clear instructions about the dosage, administration of the medicine and permission for a member of staff to follow the instructions.
4. All medications will be kept in a lockable cupboard.
5. A medication book will be available to log the name of child receiving medication, times that the medication should be administered, date and time when medication is administered, together with the signature of the person who has administered each dose.
6. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional. Proof of staff training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse will be made available.
7. Procedures will be put in place for each individual child for dealing with an emergency where life saving medication is required. This should be discussed and agreed with the parent or guardian of the child, and confirmed in writing. This could include -
8. List of symptoms
9. procedure to call 999 and call an ambulance stating that the child has collapsed with a particular condition
10. Emergency contact telephone number for parent/guardian.
11. Emergency medication supply to be provided by parent/guardian for the ambulance crew to administer

14. Policy for promoting personal development and continence

Our procedure for personal care within the Pre-school is in accordance with the Disability Discrimination act.

It is our policy that no child will be refused admission due to any delay in achieving continence. We will endeavour to work in partnership with parents to achieve continence for their child.

Parent and Pre-school Partnership

The parent

1. Agreeing to make sure the child is toileted at the latest possible time before being brought into Pre-school.
2. We ask parents to provide spare pull ups /or clean underwear for their child.
3. Pass on relevant information to the staff about their child regarding the child's personal needs, including if the child is unwell, the child has a rash or marks on their body.
4. Strategies used to ensure the child is not distressed during changing or toileting routine.

Pre-school

1. We will provide an appropriate changing area for children aged 2 and a half until 5 years. Nappy wipes and bags will be provided.
2. The area and changing mat will be bright and clean.
3. No person without an up to date Police check will be permitted to complete toileting routines and all new staff will be trained in appropriate procedures. Students will not be permitted to complete toileting routines.
4. Staff will be sensitive to individual needs of children, strategies will include the use of praise and on occasions reward stickers will be given.
5. Children will be changed immediately that the staff become aware that a child has soiled or wet.
6. Changing mats will be cleaned with anti-bacterial spray following each nappy change this will be adhered to by all staff.
7. Staff will wear disposable gloves and apron whilst changing nappies. These will be thrown away and new ones used with each child.
8. Staff will dispose of soiled nappies in a bag and in the bins outside. Wet clothes will be placed in a bag ready for the child to take home at the end of the day. Parent will be informed of change.
9. Each child will wash their hands with soap following toileting routines. Paper towels will be provided.
10. Staff will wash their hands with antibacterial soap following toileting routine.

15. Policy for the Collection Of Children – Late Collection

All children will remain in pre-school until collected by their parent or designated adult.

A member of staff will remain with a child until the child has been collected.

In circumstances where a child is not collected the pre-school will make arrangements for contact to be made with the parent or designated adult.

When no collection is made after a period of one hour, Social Services will be advised and arrangements made for the safety of the child. Social Services Tel: 01234 223599

16. Policy for Prevention and Dealing with a Lost Child

Policy for Prevention

The Pre-school entrance is closed when children are inside, along with the gates. Registration takes place at the start of the session together with a head count. Before outside play, a member of staff checks that the area is secure. During the play session the staff are always outside with the children. When taken from the premises the ratio is one adult to two children at all times, holding hands.

When on pre school outings consent forms will have been completed to take children on the trip, these forms would include the appropriate telephone numbers for that particular day. At all other times the emergency contact numbers would be used.

Policy following loss of a child

One member of staff will remain at the location where the child is lost, the remaining party would return back to the pre-school .The pre school will make every effort to avoid the loss of a child, however if a child is lost, the staff will immediately contact all authorities and parents. Bedfordshire Police 01234 841212. Ofsted will also be informed in all instances 08456 40 40 40

17. School Trips Policy

Policy Statement

Putnoe Heights Church recognises the valuable contribution which school trips can make to the education of children. We also recognise that school trips should only be organised with the highest regard to the safety and welfare of the children. For this reason school trips will only be organised under the following conditions.

Important Note: A 'school trip' is any occasion when children are taken away from Putnoe Heights Church Community centre under the supervision of pre-school staff. It will include visits to the park. It will not include occasions when the children walk within the grounds of the Church Community Centre.

Child accompanied by parent outings.

A school trip does not include occasions when the pre-school provides transport for the use of children accompanied and under the supervision of their parents. However on such outings a pre-school trips form will be completed and due regard will be paid to this policy where appropriate.

Practice

1. A completed school trip risk assessment form will be signed by the member of staff responsible for the school trip.
2. The completed form must be signed by the Headteacher.
3. The completed form must also be signed by the Chair of the Church Council who will give authorisation for the school trip.
4. A copy of the school trip form will be retained by the Headteacher and will be used for reference for later trips, to help identify potential risks not previously recognised.
5. The Headteacher should de-brief members of staff following any school trip.
6. School trips should only take place where the ratio of one adult to two children can be guaranteed.

7. Where possible a member of staff should visit the location of the school trip beforehand to identify risk.
8. Full consideration of risks should be noted on the school trip.
9. All parents must be notified and give their written consent for their child to be taken on the school trip. Completed forms signed by the parent must be retained by the pre-school.
10. Staff must take with them a first aid kit.
11. A charged mobile telephone with credit must be taken by at least one member of staff
12. The staff must be aware of any special medical condition of any child taking part in the trip and take any necessary precautions.
13. All adults must have CRB clearance if they are responsible for children not their own.
14. All vehicles must have full insurance cover which is seen by the member of staff organising the trip. All vehicles must also have seat belts for all occupants.
15. Should any incident of concern occur during the school trip the member of staff responsible will immediately take action to ensure that the parent, Headteacher and Chair of the Church Council are informed.

18. Outdoor Play

Children should have access to outdoor areas at all times. Parents should ensure that suitable clothes be provided in order that they may play out in all but the most extreme weather. In winter this will include; hat, coat, wellington boots, waterproof coat. In summer this will include sun hat, suitable footwear (not flip flops or open toes), sun cream should be applied by parents at home.

19. Safeguarding The Welfare Of Children

St. Mark's and Putnoe Heights Church & Community Centres
General Statement of Policy and Procedure

This policy is for all employees and volunteers engaged in working with children and vulnerable adults. It is important to comply fully with this policy to ensure that you are personally protected and provided with insurance cover under our church policy. Any reference in this policy to children should also be taken to refer to young people and vulnerable adults. Any person likely to come into contact with children (under 18) must be fully aware of the procedures outlined in 'Working Together to safeguard Children' as published by Luton Local Safeguarding Children's Board.

Policy

St Mark's and Putnoe Heights Church are concerned with the wholeness of each individual and we seek to safeguard all persons using the facilities or being dealt with by representatives of our church and community centres. It is the responsibility of every member to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults. All persons having contact with these groups, through the activities of the church and community centres are expected to comply with the policy and procedure outlined in this document.

Practice

1. Minimise opportunities whereby children can be subject to any kind of abuse. This would include arranging activities so that children are not left alone working with a single adult. i.e. ensure work takes place either in a large room or adjoining rooms with the door left open. Pre-school teachers will not be required to have another adult present.
2. No person should meet a child, away from the church premises without the parent of the

child being present or another adult authorised by the parent. Any meetings with children under such circumstances should be notified to a supervisor or line manager and cleared beforehand.

3. Two adults must always be present with a group, particularly when it is the only activity taking place on church premises.

4. Never take a group away from church premises without at least two adults present, always inform a supervisor or line manager when taking children off the premises.

5. Every person working in church premises is responsible for observing the Health and Safety Policy and Practice.

6. Attention should be paid as to how children and young people arrive at and leave the premises and adequate care must be provided. Children should be collected by a responsible, authorised adult. Arrangements must be made to ensure that they do not walk alone unsupervised to reach or leave church premises or places of arranged activities.

7. Children travelling in cars must always wear seat belts and drivers should ensure that their insurance provides suitable cover. It is the responsibility of the leader to ensure that this is the case. No coach or mini-bus should ever be used which is not provided with seat belts for all passengers and the leader must ensure that all children wear them.

8. All people should be aware of circumstances in which any child is shown special attention, either being highly favoured or treated unduly harshly, these could be signs of abuse. Supervisors should take opportunities to observe those for whom they are responsible as they work with young people.

9. All children and young people shall be made aware of the existence of 'Childline,' this shall be assisted by the display of the telephone number inside the building on a suitable noticeboard.

10. All staff and volunteers involved with children will be fully checked and CRB clearance obtained. References must be taken, including the previous employer where possible and proper interview procedure must be adopted. Any applicants wishing to work with children shall be advised that their work is exempt from the Rehabilitation of Offenders Act 1974.

11. No staff members will be appointed permanently until after an interview procedure and the successful completion of a probationary period of between six months and one year.

12. All paid workers and volunteers shall have job descriptions which clearly outline their responsibilities for the protection of children and young people. It will specifically state that they have read the guidelines produced by the church for safeguarding and that they are aware of the action they should take if abuse is discovered.

13. Existing workers and all people having contact with children or vulnerable adults must complete the approved documentation for clearance with the Criminal Records Bureau. After completion the forms must be submitted for certification and forwarding to the Bishop's Office. The Registered Body, The Diocese of St Albans will be informed of the result of the checks made and a decision forwarded to the Leadership Team indicating whether the person concerned is to be authorised to carry out the agreed task.

14. Regular opportunities should be given for workers to meet together to review and discuss their experiences and relationships with children. All workers with children should be encouraged to attend the child awareness training provided by the Partnership. A list shall be kept of all workers attending training and refresher courses.

15. Workers who discover breaches of this practice statement should immediately report the matter to their supervisor or line-manager who will advise the Minister of the church.

16. No public statement involving safeguarding issues shall be made by any person prior to consultation and authorisation by the Diocesan Registrar and the Church Insurance Company

17. Any suspicions whatsoever of cases of any kind of abuse should be reported without delay. A reporting procedure would be carried out as follows -

- A worker finding circumstances which cause any suspicion of any form of abuse shall report the matter immediately to a supervisor or line manager.
- The person involved should make notes as soon as possible recording dates, times

- of events and keep the handwritten record.
- A copy of the written record should be taken by the line manager.
- In the event of an allegation being made against a member of pre-school staff, they will immediately be suspended on full pay pending the outcome of an enquiry. A full investigation will be made which will include informing Ofsted at the outset. Any allegations made must be recorded and attached to the personal record
- Those reporting should also independently ensure that the Minister of the church is advised immediately along with the line manager
- If child abuse is suspected the Minister receiving the report will be responsible for contacting the statutory services responsible i.e. Social Services, NSPCC and Police, without delay. On receiving information relating to alleged child abuse the named Minister will report the matter to the Social Services Department in conjunction with the reporting member of staff, following the procedure as specified in The Local Safeguarding Children's Board. The Minister will also be responsible for informing the Church Insurance Company immediately, failure to do so may prejudice insurance cover.
- If any Minister is suspected of any kind of abuse the case should be reported directly to the Chairman of the District or the Bishop of Bedford and also the senior member of the Church Leadership Team. The matter will be referred to the Social Services Department in conjunction with the reporting member of staff, following the procedure as specified in the Local Safeguarding Children's Board Guidelines. The Chairman or Bishop will be reminded to inform the Department of Health Consultancy Service and the Insurance Company of any incidents of suspected abuse.

Contact Numbers

Vicar The Reverend Charles Royden 309175 Mobile 07973 113861 notified firstly and immediately Bishop of Bedford 01234 357551

Ecclesiastical Insurance 01452 528533

Mrs Carolyn Morris CRB 01234 350722

Bedfordshire Police (North Bedfordshire) 01234 271212 Immediate danger 999

Bedfordshire County Council 01234 363222

Intake Assessment 01234 223599

Children's Social Care (To determine if child is subject to a protection plan) 01234 276766

Social Services Duty Officer 01234 223599

Emergency Duty Team - (Mon-Thur 5pm—9pm, Fri 4pm—9am) 0870 238 5465

Training helpline 01234 228494

Date last reviewed September 2008

This document was prepared in consultation with Bedfordshire Social Services. From time to time groups, organisations and statutory authorities issue instructions, however no other document shall be used by any group which contradicts the given procedures of this policy. Where exceptions or changes are agreed they must be in writing and signed by the Chair of the Church Council.

The address and telephone number of our Ofsted regional centre are:-

National Business Unit, Royal Exchange Building, St Ann's Square, Manchester M2 7LA

Tel:- 0845 6404040

Constitution

Name The name of the pre-school shall be "Hazeldene Heights pre-school". It is emphasised that this is not an independent group but is governed by the Church Council as a part of Putnoe Heights Church. It falls under the supervision and direction of the ecumenical Church Council of Putnoe Heights Church and has charitable status under Statutory Instrument 2002 no. 1598.

Objectives The objectives of the pre-school shall be to provide:
Safe and satisfactory individual and group play for the fulfilment of social, physical, emotional, educational and spiritual needs of children from 2.5 years to 5 years of age.
To bring children and parents into contact with and offer a welcome into the Christian fellowship of the Church.

Details It is expected that the pre-school shall operate daily during weekday mornings and some afternoons in Putnoe Heights Church Centre, term time only. The Church Council will charge such fees as are necessary to cover staff costs and expenses connected with the operation of the pre-school on Putnoe Heights Church premises. Equipment, liabilities and obligations of the pre-school are the responsibility of the Church Council. Centre Management meetings will discuss the running of pre-school, and Church Council shall be informed of such meetings. In consultation with the Ministers there will be a pre-school service in church at Christmas and Easter to which all children and parents should be invited.

Employment of staff For the furtherance of the objectives of pre-school and to ensure satisfactory operation, Putnoe Heights Church Council shall appoint a Head of pre-school, who will be a person sympathetic to the aims and objectives of Putnoe Heights Church. The day to day running of the pre-school shall be the responsibility of the Head of pre-school who will be employed by the Church Council of Putnoe Heights Church to act on their behalf. The Head of pre-school shall become a member of the Church Council. The Head of pre-school will conduct day to day business and be responsible to the Church Council, acting in the first instance under the general supervision of the Ministers of the Church.

Sufficient staff shall be employed to ensure the safe and satisfactory operation of the pre-school within all current legislation. All staff will be encouraged to gain suitable training to help equip them for their work in pre-school. All staff will be made aware of Health and Safety and other policies governing employees and users of the Church Centre.

Annual General Meeting An Annual General Meeting shall be held each year at which a written report shall be presented to parents by the Head of pre-school. All staff, parents and members of Putnoe Heights Church Council should be encouraged to attend.

Finance The payment of all staff is the responsibility of Putnoe Heights Church Council. Putnoe Heights Church, Bedford, Church of England/Methodist Partnership is a body having charitable status. The pre-school is financially accountable to the Church Council. It has no independent financial status and any bank accounts opened for managing funds are the responsibility of the Church Council and must include as signatories the Ministers of Putnoe Heights Church and their representatives.

Change of Constitution The constitution may not be altered without the approval of the Church Council. In all matters the decision of the Church Council shall be final.

Working Agreement with Hazeldene Lower School

We the Governing Bodies of Putnoe Heights Church and Hazeldene Lower School hereby affirm our commitment to work together in partnership to develop pre-school education at Hazeldene Heights pre-school. We aim to provide quality pre-school learning experiences and to this end will share expertise and offer mutual encouragement and support. To achieve our desired outcomes we will:

Liase on curriculum planning, resources, record keeping and the monitoring of children's progress.

Arrange for the staff of both establishments to have contact with children in the setting of the School and pre-school.

Maintain an ongoing monitoring and support of children with Special Needs within the current Code of Practice.

Maintain current transfer arrangements according to the Admissions Policy of Hazeldene School while bearing in mind the needs of children.

Be mindful of the financial implications for each establishment of any decisions taken.

Support each other in any other way that is deemed appropriate.

This document was originally signed by representatives of Putnoe Heights Church and Hazeldene Lower School, including the Reverend Charles Royden (Vicar) and Mr Robert Harris (Head Teacher)

Parental Permissions

I give permission for photographs to be taken of my child/ren during pre-school sessions, under the supervision of pre-school teachers at all times. I understand that these will be used for observation, record keeping and evidence for educational inspections. Also for advertising and publicity for St Mark's Pre-school.

Yes / No

In the unlikely event of illness or accident, I give my permission for any appropriate first aid treatment to be given by the nominated first aiders at St Mark's Church Community Centre.

Yes / No

In an emergency and if I cannot be contacted, I give consent for my child to receive treatment by a GP and / or hospital. I understand that every effort will be made to contact me as soon as possible.

Yes / No

I give permission for my child to be observed for the purpose of pre-school development records.

Yes / No

Signed by Parent / Guardian

Signed by Waiting List Secretary

Date registration received

Date introduction pack and welcome pack issued

Hazeldene Heights Pre-school Registration & Health Form

Confidential

Child's surname	
Child's Christian names	
Address	
Home telephone number	
Date of birth	

Name of parent (s)	
Telephone contact during pre-school	
Alternative name & telephone contact in case of emergency - neighbour etc.	

Relevant family information (parents separated, court orders etc.)

On which days would you prefer your 2 sessions? -WE CANNOT GUARANTEE DAYS

Monday	Tuesday	Wednesday	Thursday	Friday
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Medical Information

Name of family doctor	
Address	
Telephone number	

Has your child been vaccinated against? (Please tick)

Tetanus	Polio	Diphtheria	Whooping Cough	MMR (Mumps, Measles, Rubella)	Hib/ Meningitis
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Does your child suffer from? (Please tick)

Asthma	Hay Fever	Eczema
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Please tell us the ethnic origin of your child

Please tell us the main language spoken at home

COMMON CHILDHOOD ILLNESSES

INCUBATION TIME (how long it takes to become ill after contact with infection)		INFECTIOUS TIME (the time your child can pass it on to others.)	HOW TO RECOGNISE IT	WHAT TO DO
CHICKEN POX	14 to 21 days	From 2 days before the rash appears until 5 days after the rash first appears.	Unwell; a rash with red spots that have fluid filled blisters, which eventually dry into scabs.	Paracetamol for fever; baths, loose clothes, calamine lotion for itch; plenty of drinks. No need to see the doctor unless the child is very unwell or if it is an adult who has it.
MEASLES	7 to 14 Days	From up to 4 days before the rash appears until 4 after it appears.	Cough; unwell; fever; rash that is red blotchy, not itchy and may be raised.	Best avoided by giving immunization; treat fever; warm drinks; Vaseline around mouth to protect skin; wash eyelids with warm water; consult your doctor
MUMPS	14 to 21 days	From a week before becoming unwell until 10 days after the swelling appears.	Unwell; fever; pain around ears or jaw; swelling under the jaw and by the ear may start on one side.	Paracetamol for pain and fever if any; plenty of drinks not fruit juice. No need to see the doctor unless the child has tummy pain & is being sick.
RUBELLA (German Measles)	14 to 21 days	From a week before becoming ill until 4 days after the rash appears.	Not unwell; rash on face and & spreading, flat, pale pink; neck glands may be swollen.	Keep away from pregnant women; treat any fever. No need to see a doctor unless the diagnosis is in doubt, or the rash lasts for more than 3 days.
WHOOPING COUGH	7 to 21 days	From a week before the first signs of illness until about 3 weeks after the coughing first started, unless an antibiotic is given.	Cough getting worse, after 2 weeks coughing bouts make breathing in difficult & causes the whooping noise.	Best avoided by immunising. Seek advice form your doctor