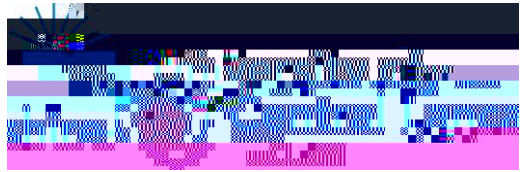
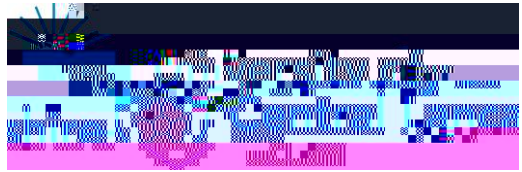


In the Pre-School Centre, we are committed to organising the staff, resources and environment to ensure that we provide high level of outstanding practice that meets the needs of



- the daily routine of the Pre-School Centre
  - the staffing structures
  - arrangements for the management of staff and staff meetings, etc
  - the deployment of staff, students and volunteers
  - procedures for registration
  - procedures for collecting fees
  - procedures for children who are sick, on holiday, etc
  - procedures for gathering information from, and sharing it with, parents and carers
- 
- The manager is super numbery.
  - If management is absent, the deputies will take full charge.
  - Volunteers are not included in the adult: child ratio for the sessions they attend



- The key person is a named practitioner who has responsibilities for a small group of children.
- They are there to help the child feel safe and secure.
- The role is important for both child and parent, and it is an approach set out in the EYFS.
- The key person will respond to children's needs and help them settle into a new environment, communication is paramount between parent and key person as these discussions hold key information about the child.

