



TODDLER GROUP POLICY

Policy

At Dunscore Pre-school Centre Toddler Group we welcome all children under the age of three along with their parents and carers, until they start at our pre-school sessions run by our playleaders.

The group meets weekly during term time. These are friendly, informal sessions with plenty of toys and activities for the children.

PROCEDURES

Toddler Representatives

The toddler rep(s) will:

- Ensure children and adults are registered
- put forward the views of the group at our regular committee meetings.

The toddler rep(s) / key holders will:

- welcome new members
- collect session fees
- be responsible for opening up, running the session and locking up at the end.

Session guidelines

- Guidelines (Appendix one) for parents/carers are given out when each child registers with the centre. These must be followed.
- The parent / carer must stay with the child and is responsible for:
 - supervising the child while in attendance at the centre.
 - tidying up at the end of the session
 - taking part in a rota for snack and coffee time

Registration and fees

- There will be a small charge per session set each year by the committee to cover the cost of heating, new toys and snack.
- Also included in the session charge is a registration fee. This will entitle the parent / carer to be voting members of the pre-school.
- A registration form must be filled in.

Membership

- Sessions are open to all children under 3 years old (until they start pre-school sessions)
- Older children may attend when in attendance with a younger sibling or when their registered carer brings younger children or when the toddler rep or keyholder brings them. However their behaviour should be considerate to the younger children.
- Children over school age are **not allowed** to attend