

Termination of Contract

One month's notice is required if leaving Guernsey, otherwise, one term's notice is required with fees being payable during this period. **All pre-reception children are required to complete the school year unless leaving Guernsey.**

If the need for exclusion occurs, depending on the severity, up to one month's notice will be given by Monkey Puzzle School.

Waiting Lists & Admissions

As you may be aware, Monkey Puzzle operates a waiting list for available places. No place is guaranteed until a written offer is received and relevant paperwork returned. When places become available, you will be contacted in order of date registration.

Parking

And finally... a word on parking, please ensure that when parking at Les Cotils you are careful NOT to park in the Monkey Puzzle Staff Car Park or private marked parking areas.



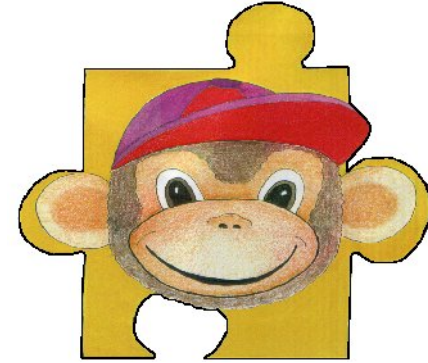
Mulberry Group

Monkey Puzzle School Limited

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Monkey Puzzle

2008/2009



School



Welcome to Monkey Puzzle School & Nursery

At Monkey Puzzle we want children to be children. A skilled five year old grows from a busy four year old, a curious three year old, a cuddled two year old, an adventurous one year old and a communicative baby.

Opening Hours

The normal working day is from 8.00 am - 5.30 pm but the core working day is 9.00 am - 3.30 pm with drop off and pick up times either side of this time only. Notification by telephone is required if your child is unable to attend due to sickness.

Settling your child in...

When your child starts at Monkey Puzzle, it is important for everyone concerned that they are happy and settle in as soon as possible. Some children feel comfortable straight away, whilst others take longer to get used to their new environment. We want your child to feel safe and happy in your absence as they cannot play and learn successfully if they are anxious and unhappy.

Our settling in procedure aims to help you and your child to feel welcome, comfortable and involved at Monkey Puzzle. We aim to create a partnership with you as parents /guardian in helping your child to settle in by organising a visit before you start and answering any questions you may have after that visit.

Curriculum

Here is a sample timetable which would be typical for our children from the ages of 2 - 4 years. For older children, Prep class information is available separately.

Policy on Equal Opportunities

Children

This School aims to demonstrate through it's work that it positively values and respects children of all ethnic origins/racial groups, religions, cultures, linguistic backgrounds and abilities. Children of both sexes are positively encouraged by staff to participate in all activities.

This establishment considers it important to provide a range of experiences and an environment that will instil in the children a positive outlook towards people in our society whom they may see as different from themselves:

- Toys and equipment will be chosen with the differing needs of children in mind
- Displays will show and reflect a positive image towards the world in which we live
- Books will be chosen to meet all the children's ages and abilities and to reflect the many differing lifestyles there are in our society
- Home corners will be changed regularly to show different cultures, races and the world around us

Staff

It is the policy of this School to positively value and respect people regardless of their gender, ethnic origins/racial groups, religions, cultures and linguistic backgrounds. A member of staff is employed because that person is considered to be the best person for the job.

Ways of Encouraging Positive Behaviour

- ⇒ Keep praising positive behaviour
- ⇒ Tactical ignorance of behaviour eg ignoring negative behaviour as a first step depending on the behaviour
- ⇒ Avoiding using the word 'naughty' and try 'I don't like it when you ...'
- ⇒ Give the child eye contact so they know you are aware of their action
- ⇒ Rule reminders and direction
- ⇒ Be consistent, direction and commands given to children must always be followed through. Children will trust adults and feel secure if those adults follow through
- ⇒ Try to distract or divert behaviour, eg 'Would you come and help me please?'
- ⇒ Be close by to the child
- ⇒ Be clear with requests and instructions. Children appreciate explanations and suggestions for alternative ways to act. Explain why you would like them to do something
- ⇒ Endeavour not to say 'no' without offering a reason or alternative
- ⇒ Use a firm voice without shouting
- ⇒ If there is a victim, give them extra attention
- ⇒ Talk to the child about their unacceptable behaviour so they can see the consequences of their actions, eg if another child has been hurt and is crying
- ⇒ Ask the child to make-up by saying sorry or giving a cuddle to the person who is hurt. Then praise them for doing this.
- ⇒ Keep a sense of humour!

Curriculum

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00 - 9.00	Free Play				
9.00 - 9.30	Circle Time				
9.30 - 10.45	Montessori/Activity Time				
10.45 - 11.15	Break				
11.15 - 11.30	Topic Work and Arts and Crafts				
11.30 - 12.00	Diary Work	Singing or Story	French	Music & Movement	Singing or French
12.00 - 1.00	Lunch				
1.00 - 2.00	Montessori				
2.00 - 3.00	Art & Craft	Games	Swimming	Cooking	Art & Craft
3.00 - 3.30	Singing	Story Time	Story Time	Story Time	Singing
3.30 - 5.30	Free Time				



School Holidays

Holiday Dates and Term dates (inclusive)

2008

Summer Holidays: Monday 14th July - Friday 29th August.
Autumn Term: Monday 1st September 2008
Autumn Half Term: Monday 20th Oct - 24th October
Christmas: Monday 22nd Dec - Monday 5th Jan 2009

CHRISTMAS CLOSURE

5.30pm 23rd Dec 2008 - REOPEN Mon 5th Jan 2009

2009

Half Term: Monday 16th - Friday 20th February 2009
Easter: Monday 6th - Friday 17th April 2009
May Day: Monday 4th May
Spring Half Term: Monday 25th - Friday 29th May
Summer Holidays: Monday 13th July - Monday 31st August
Autumn Term: Tuesday 1st September 2009



Willow Group



Preps



Cherry Tree Group

Behaviour Policy

- By praising children and acknowledging their positive actions and attitudes, the children will always feel respected as individuals.
- Time out within the room may be used if other methods of discipline have proved ineffective. This would involve placing the child on a chair close to the incident for approximately 1-2 minutes with an absolute maximum of 5 minutes. In extreme cases, the child may be removed from the room until he/she has calmed down and had time to reflect on their behaviour.
- Staff members will deal with negative and inappropriate behaviour by immediately talking to the child about their actions.
- Children at Monkey Puzzle will be given opportunities to release their feelings more creatively.
- Parents will be informed if their child persistently behaves inappropriately. We aim to work in partnership with parents to ensure consistency between Nursery, School and home. Staff are always available to offer support and advice.

Our ultimate aim is to work in partnership with parents to lay foundations on which children can grow into happy, self confident and well-adjusted individuals. If ultimately the problem cannot be solved, the exclusion of the child will be sought.

Behaviour Policy

This policy has been produced and agreed by the Nursery and School team to ensure that all the children attending Nursery and School are provided with a consistent approach to behaviour management.

- Monkey Puzzle believes in promoting positive behaviour
- Monkey Puzzle staff are expected to model the 'appropriate behaviour' we expect from the children.
- Staff will always treat children with respect. A child will never be smacked or shaken or treated roughly. There are no circumstances in which such punishment can be justified.
- At Monkey Puzzle we are concerned with the safety, care and respect for each other. Appropriate discipline will be used that matches the level of inappropriate behaviour. It is the 'inappropriate behaviour' we are rejecting, not the child.
- We aim to encourage self-discipline, consideration and respect for each other, our surroundings and property. The methods used will promote this and always be developmentally appropriate.
- Behaviour limits will be set to ensure that the child learns that it is not acceptable to hurt themselves, their peers, staff or material items in the Nursery and School environment.

Fees

Payment of fees is by standing order. This is calculated by the hours your child attends per week, multiplied by 49 weeks (3 weeks are taken into account for bank holidays and vacation) and divided by 12 months to give an amount to be credited to the Monkey Puzzle account.

Fees are paid in advance and will be paid on the 1st of each month with additional hours being invoiced on a monthly basis. Even if your child is sick, payment for your child's hours must be paid.

Our hourly rate of fees is based upon your child's birthday within the academic school year. £5.60 per hour for Pre-School (children who attain 3 years of age after 1st September).

Individual hours are to be agreed between parents and Monkey Puzzle **although a minimum core day of six hours is required.**

Cooked lunch is available daily at the rate of £3.00 per day.

Prep fees from September 2008 will be £1,495.00 per term payable monthly on the 1st of the month. The calculation for this is 3 terms x £1,495.00 ÷ 12 equal monthly payments i.e. September - August inclusive. Extended days are available at the hourly rate of £5.60. Holiday clubs are also available and invoiced separately. You can find out more information on our Preps class in a separate leaflet.

Change of Hours

One month's notice in writing is required if you wish to change your hours, which must be agreed with the School or Nursery staff.

Sickness Policy

If your child becomes ill during our care, every effort will be made to contact you as parent/guardian to arrange for your child to return home as soon as possible. If your child requires urgent medical attention and we are unable to contact you, we will make the necessary arrangements. In most cases when a child is sent home, we feel it would be beneficial for them to see a doctor.

Please notify us if you are aware your child is unwell, has a contagious illness or has an illness that has been confirmed by the doctor. Please inform staff if your child is on any medication.

If your child needs medication throughout the day, please ensure that you bring it in, clearly marked for staff to administer. Please note, you will be asked to sign a consent form.



Halloween Costumed Funky Flowers Group

Sickness Policy

Illness	Absence Time
Sickness and Diarrhoea	Until diarrhoea and vomiting have settled and no symptoms for 48 hours
Conjunctivitis (Eye Infection)	Until discharge has stopped
Skin Infections (eg Scabies, Impetigo, slapped cheek syndrome and Ringworm)	Treated and Cleared
Ear/Throat/Chest Infection/Flu	Treated, 24 hours of anti-biotics and until child is well.
Hand, Foot and Mouth	Treated and Cleared
Chicken Pox	One week from onset of rash until all lesions have crusted over.
Measles	Five days from onset of rash
Reubella (German Measles)	Five days from onset of rash
Hospital Treatment	Absence Time
Tonsils and Adenoids removal	One week from operation
Grommets only	Two days from operation
Asthma Attack	Twenty four hours from discharge
Other Hospital Treatment	As advised by your doctor