

# What to bring to Pre-School!



'Learning through play'

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## Introduction

Our aim is to ensure that the Pre-School is a constantly developing community of children, staff and parents. We are committed to providing a happy, nurturing environment in which each child can develop to their full potential. Parents/Guardians are expected to give their support and encouragement to the aims of the Pre-School.

## Registration

Children will be considered for entry to the Pre-School when an application to join form has been completed.

Children can be admitted when they reach 2 years of age; dependant on space available.

## Offer of a place

Once your child's place is confirmed and sessions allocated, changes can only be made by written notice to the Manager and these are dependent on availability.

No swaps are available. Once a place has been offered you are required to provide us with one terms written notice should you wish to terminate or reduce your child's sessions otherwise you will be liable for fees.

## Opening Hours

The Pre-School opening hours are from 9 am to 3pm, Monday to Friday for 39 weeks of the year. With breakfast club 7.45am-9.00am (breakfast served until 8.15am) and afterschool club 3.00pm-6.00pm. We are closed over half terms, Christmas, Easter and summer holidays, and for all Bank holidays, following the holidays of Charlton Primary School. If you know you are going to be late, please can you arrange for somebody else to collect your child and telephone the Pre-School to inform us

of who will be collecting, along with a description and the agreed password. A charge of £10 will be made for late collections after 15 minutes.

## Changes in collectors of your children

If your child is going home with someone else that we are familiar with, we need you to let us know. If this is a regular collection you will need to fill out their details on your child's registration form. We will not allow your child to leave pre-school with anyone not named on your registration form without contacting you or anyone we believe to be under the age of 18 unless they are a parent of that child.

## Things you need to bring in

We need you to bring a few things along to us for your child's sessions:

- A complete set of spare clothing
- Weather appropriate outdoor clothing. i.e. coat, hat and gloves in cold weather; willies and raincoats in the rain; sun hat, clothing covering shoulders and a high factor sun screen which we ask you to apply before you come
- Nappies, wipes and creams if required
- Toys from home can be placed in the show and tell box but we ask that they do not come into the main room as they can easily become lost.

## Clothing/Uniform/Labelling

Please ensure your child's clothing is easy for them to manage - elasticated waists, zips and velcro! Please don't send your child in their best clothes and try to get them familiar with their own clothing. EVERYTHING your child brings into Pre-School needs to have their name on it. Children sometimes struggle to recognise their own things, especially if they have a new pair of shoes! We do have some t-shirts with our logo on for sale at £7.50 each.

## Toys from home

We have 'show and tell' every day based on our letter of the week, Only one item per child. They must be placed in the show and tell boxes located in the entrance hall.

## Weather restrictions/Act of god

In the case of extreme bad weather and we are forced to close we will attempt to contact you via e-mail and put information on our

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website/facebook page. If the weather becomes severe or causes us to have concern for the welfare of the children or staff during the school day we will call and ask for parents to collect their child from the Pre-school.

## Payment of Fees

Invoices are issued at the beginning of each term and are payable by the due date stated on the invoice. If payment is not received by the due date and the parent/carer has not discussed payment terms with the Treasurer, the Pre-school reserves the right to suspend attendance of the sessions until payment is received; we also charge late payment fees as per our policy.

Fees cover the normal curriculum and we ask for a voluntary snack donation of 25p per session. Parents/carer need to provide a nutritious packed lunch. Nappies, wipes and barrier creams are to be provided by the parent. Fees will not be refunded or waived for absence through sickness or holidays or for any other cause.

The government fund children for 15 hours each week normally from the term after their 3<sup>rd</sup> birthday. We claim your eligible funding from the government for you. We just need you to complete a form. In some circumstances children are eligible for 15 hours of funding from the term after their 2<sup>nd</sup> birthday. Please ask the manager for current details.

## Behaviour

Our setting believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

We help children to consider the views and feelings of others and to think about the impact that their actions have on the people, places and objects around them. This is a complex task which involves support, encouragement, teaching and positive role modelling.

It is very rare that we have to deal with unwanted behaviour. Please refer to our policy on behaviour and if anything does become a problem we will talk to you confidentially.

## Policies and Procedures

Details of all Pre-school policies and procedures are available just inside Pre-school. The main

policies can also be viewed on our website. They are reviewed and updated, if necessary, on a regular basis by the parent group meeting.

## Holiday and Illness

Please ring or e-mail if your child is poorly and won't be able to attend. It is useful to know what is wrong with your child so we can identify links with other children. If your child falls ill at pre-school we will contact you to come and collect them. In the event of sickness and/or diarrhoea, your child should not return to Pre-School for 48 hours after the last episode.

## Your Child's Health

You must inform the Pre-school if your child has a known medical condition or health problem or has been in contact with infectious diseases. Your child must not be brought to the Pre-School if s/he is unwell or requires paracetamol or any ibuprofen.

We can only administer prescription medication that has been prescribed by a GP, specifically for your child, and is in its original container with the prescription label clearly shown.

## Key Person

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. The key person is your first point of contact, helping to ensure parents are kept up to date with everything going on and informed about how their child is progressing. We encourage parents to let their key person know how their child is each day. Staff meet regularly to plan for each child's needs and parent's input is valued. We hold formal parents evenings but please feel free to chat to your key person at any time.

## Confidentiality

Although you have an allocated key person, you are able to talk to any of our staff confidentially at any time if you wish.

## Links with Home

Newsletters, Online Learning Journals, Facebook, Website, Letters in trays, Noticeboard, Key person meetings, emails and talking to each other!