

Welcome Pack

Introduction

Welcome to Fleetwood's Charity Pre-School.

This pack has been put together to make starting Pre-School as easy as possible for you and your child. We have tried to include all the information we think you will need, but please do not hesitate to ask if there is anything missing or if you have any other questions.

Who's Who

Pre-School Staff Team

There are currently five members of staff: Julia Crompton is the supervisor, Jane Fairbrother is Deputy Supervisor and the Pre-School Practitioner and Lunchtime Welfare Susan Smith

Parent partnership

The partnership with parents and carers is vital to your child's learning. Parents are given helpful information about our educational provision in our newsletters, website and on a notice board. The welcome pack contains information about how you can be involved with pre-school activities and how they can help your children settle in. Parents are very well informed about their children's progress. For instance, you have access to you children's learning journey at anytime and can talk to staff easily at the beginnings and ends of sessions. The pre-school encourages parents to join in with activities in a number of ways. Parental involvement gives parents 'good opportunities to get to know the pre-school staff and other children'.

Parents and carers contribute to assessments through discussion with staff, adding information to their child's learning journey and completing the interest sheets/activities. The partnership between parents and staff makes an effective contribution to the children's achievement of the desirable learning outcomes. At the moment all sharing of information is through email to keep us all safe. (Covid19)

Where a child attends more than one setting we them to share to any relevant information to add to the child's learning journal. This is vital to support the child's learning and identifying needs and next steps.

Preparing your child for pre-school

Come and have fun free play and meet all the lovely staff and children and familiarise your child with the setting. Covid 19 may delay this.

Please provide a change of clothes in case their clothes get soiled.

Ensure all your child's clothes and shoes are clearly marked with their name to help us help your children recognise their own belongings.

We go outside in all weathers so we ask you to provide wellies, hats and gloves.

Can my child bring in toys?

We have a huge selection of toys and games for the children; however we do understand that

children have comfort toys and are welcome to bring them in. (Covid19 recommendation that we don't bring anything from home)

When can I see my child's key-worker ?

You will have opportunities to meet with your child's key-worker most days. We have two annual parents meeting where you can see some of your child's work, see what progress they are making and speak to your key-worker; also available to you and the main carers is the learning journal.

Where should messages about my child be left?

Messages about children can be left in the school office, ring the pre school phone or with pre school staff on arrival.

What are the arrangements at the beginning and end of a session?

Morning begins at 9.00am.

Children find their peg and hang up their coats. Find their name on the register board and put it on the board. Children are free to select an activity of their choice. Parents are asked to leave children at the door (Covid19 recommendation).

Does my child have to be toilet trained?

No, we encourage potty and toilet training when your child is ready and we follow whatever routine you are doing at home to help with continuity of care. We have nappy changing facilities and provide spare clothing in case of little accidents but it's easier if you bring spare clothes with you. We ask that you provide a bag with nappies and wipes in. Soiled nappies will be sent home as we do not have facilities to dispose of them.

What should I do if I'm late collecting my child?

If for any reason you are unable to collect your child as usual, please inform us of your alternative arrangements and make sure we know the person collecting your child we will not release children to people we don't know. The person must be over 16 years old.

Can I bring medicine into pre-school?

Yes you can but we can only administer them if they have been prescribed by your child's doctor and you sign a consent form.

What if my child is hurt or ill during the day?

If they hurt themselves during the day we will administer first aid and it will be recorded in the accident book for you to sign at the end of the session. If it is an injury that requires further action then you will be contacted immediately.

If a child feels unwell in the day we will contact you to come and take them home. If your child has sickness or diarrhoea we ask that they do not attend pre-school for at least 48 hours after the last attack. If your child has an infection we ask that parents keep the child at home and inform us so we can let parents know as necessary.

Who can I ask for help?

If you have any worries or enquiries of any sort please feel free to approach any member of staff who will gladly help you.

What information does the Pre-school need?

The pre-school holds confidential information relating to your child and we would ask that you keep us informed of any changes so we can update the records promptly.

All forms will be issued upon entry to pre-school and need to be filled in and returned to the pre-school before your child begins.

How can I help the pre-school?

We always welcome parent participation so if you are free to offer us some help we would greatly appreciate it.

Most importantly, we see your child's care as a partnership between you and the pre-school. By working together we can maximise your child's learning opportunities and enable them to reach their full potential.

How will I know about events?

We send out regular newsletters which are sent via Email and are also displayed on the parent's notice board and on the web site.

What are snack arrangements?

We have a rolling snack from 10.am where children come at will and choose from a variety of fruit, garlic bread, cheese bread sticks, crackers, pizza or snacks baked by the children and a drink of milk or water. Children have access to water bottles so they can help themselves whenever they require a drink. Snack time is assisted by a member of staff to ensure everyone gets a drink and it's a good opportunity for a chat. We ensure all special dietary requirements are met.

What should my child bring for lunch?

We encourage healthy eating at pre-school, children can have a school lunch or bring a packed lunch. We ask that your child does not bring sweets, chocolate and fizzy drinks in their lunch box.

PRESCHOOLS POLICIES

It is vital that you as a parent or carer are aware of and agree to the preschool policies and procedures.

All the preschool policies are available for you to read

Here are a few important ones to advise you before your child starts.

Arrival and Departure Policy

Pre-School is committed to making each child and parent feel welcome and to ensure the safe arrival and departure of the children.

The Pre-School doors will be opened at 8.50 am for the morning session and at 3.20pm for collection at the end of the afternoon. Outside these times the door and gate will be kept locked and entry is via the front door of school. All children are welcomed by a member of staff . Children are encouraged to find their own peg and hang up their coats and bags.

Children are then encouraged to find their own name card from the Velcro board.

Parents/carers are welcome to stay for as long as is necessary for their child to settle, Those wishing to stay past the usual 15-20 mins are asked to sign the visitor's register. Covid19 we ask that you leave your child at the door and ring us if you are concerned if your child has settled.

LATE COLLECTION OF CHILDREN

Persistent lateness in collecting a child from the Pre-School amounts to abandonment and could be reported to the Child Protection Unit. The Pre-School aims to protect the children in their care at all times. We aim to do this by introducing certain safety measures. These include:

- If a parent is aware they will be late collecting their child, they must contact the Supervisor as soon as is possible and make agreed arrangements for the safe collection of the child.
- If a parent is late or the child is not collected after a period of 15 minutes has elapsed at the end of the normal session time, the Supervisor will make every effort to contact the parent.
- If the parent cannot be contacted then the emergency person will be contacted.
- If no adult can be contacted after a further 15 minutes i.e. 30 minutes after the session has ended, and if abandonment is feared, then the supervisor will inform the Local Authority Duty Social Worker.
- If a parent is persistently late collecting their child the Supervisor will speak to the parent concerned and advise them of the adverse effect this is having on their child and the importance of not letting this continue.
- At each incident of late collection an Incident Form will be completed and kept on file.

Medication and Accident procedures policy

The Pre-School views the health, safety and well-being of children as being of paramount importance.

Parents are defined by the education act 2010 – 2012, as the child's main carers and are responsible for providing sufficient information about their child's health care needs and treatment.

Parents and the staff within the Pre-School need to know what procedures will be followed regarding administering prescription medication, together with the procedures to be followed in the very rare occurrence of an accident.

The Pre-School aims to:

- Work in close co-operation with each person involved in the child's medical needs
- Work in close co-operation with parents

Medication

A medication register will be kept showing:

- The child's name
- Date and time of administration
- Type of drug or medicine administered
- Dosage
- Name and signature of person administering the drug
- Name and signature of witness
- Time of notification to parent where emergency administration of a drug given to a child

Where a child is taking a limited course of medication e.g antibiotics, it would be expected that this will be administered by the parent at home.

Staff will not administer non prescription medication eg cough medicine or calpol .

Where staff do agree to administer prescribed medication to a child, the group needs to be clear who will be responsible, so that both the parent/carer and the child know and that a medication book has been signed by the parent/carer stating the dose/application and time

Occasionally a child is on regular medication or as needed e.g asthmatic. The parent/carer will need to sign the medication book stating the dosage, time and frequency.

Staff must ensure that a parent/carer has signed the medication book, giving permission for administering any medication.

Who can administer drugs or medication?

A qualified first aider witnessed by another trained first aider or person in charge

In case of accident

Whilst not wishing to alarm parents, it is possible for a child to have an accident which needs urgent professional attention by a Doctor, dentist or at a hospital. If necessary an ambulance will be called and a member of staff will accompany the child, to hopefully be met by the parent or carer.

If such an occasion arises, the staff will make every endeavour to contact the parent(s) or a named relative, friend, for that person to take responsibility for any subsequent treatment.

An accident book will be kept of all accidents and incidents no matter how minor.

Behaviour Policy and Procedure

Pre-School aims to provide a stimulating range of experiences and activities for children to make sense of their world through play. By providing a happy, well-managed environment for the children, the children will be encouraged to develop social skills to help them become accepted and welcome in society as they grow up. We recognise the need to set reasonable and appropriate limits which all adults will maintain in the management of the children's behaviour.

We do not administer physical punishment nor punishment which causes pain or humiliation to a child. We recognise the importance of the adult's behaviour as a role model for the children and will not allow bullying in the form of physical or verbal abuse towards anyone.