

# ST JOSEPH'S CATHOLIC PRE-SCHOOL, WORCESTER

## INFORMATION FOR PARENTS

If you need to contact us please call us on 01905 452772

We have a white board near the entrance where we list what we have done each session and you can look on Tapestry, your child's online learning journal.

The unit is available to all Pre-School children aged 2 to 4 years, and is open term-time only from 8.00am until 3.15pm. Sessions are as follows:

Breakfast Club	8.00am - 8.45am
Morning Session	8.45am - 11.45am
Midday Session	11.45am - 12.15pm ( <u>You MUST provide a lunch box for the midday session</u> )
Afternoon Session	12.15pm - 3.15pm

### FOOD AND DRINK

Breakfast Club does include a healthy breakfast.

Parents send their child with a packed lunch a clearly named lunch box for the midday session (no back packs as there is no room on the trolley to store them)

Please do not send any food containing nuts because of allergies, this includes chocolate spread.

Please include an ice pack to keep your child's lunch cool.

Please make sure there are no sweets or chocolate bars, we do allow one cake or chocolate biscuit bars per lunch and encourage parents to provide only one yoghurt at a time. This is to reduce the amount of sugar, promote healthy eating and to look after our teeth.

Please can you send your child with water in their drink bottles.

We provide free milk and fruit each session so your child doesn't need to bring a snack.

### STAFFING

The Pre-School Unit is managed by Mrs. Cree, a Deputy Pre-School Manager, a Special Needs Co-ordinator and Pre-School Practitioners. We operate a 'Key Person' system so that you and your child have a consistent point of contact. Each child has a Key Person and they are allocated once the children have bonded with a member of staff.

A Key Person display is in the entrance hall and photographs of staff are displayed with a list of their key children. Your child's key person will then arrange a meeting to fill in the Parent Contribution page of your child's Early Years Profile.

Meetings will be arranged through the year to share your child's developmental progress and their Learning Journey book which parents keep when children leave Pre-School.

### GENERAL

Advice to make life easier for your child, the staff and yourself:

- Please check that your child does not wear jewellery to Pre-School. Your child may wear stud earrings, but for health & safety reasons we cannot allow hoops. Stud ear-rings will be covered with tape for PE activities if you have not removed them for that day.

- Please do not send your child to Pre-School in jelly shoes, flip flops or sandals or boots.
- We do not have dummies or baby bottles in preschool, **these must stay at home.**
- Please show your child how to put their coat and shoes on to develop their sense of independence.
- Please ensure all uniform, PE kit, shoes, book bags and lunchboxes are named and check that all labels are clear and secure. You may find it easier to attach a key ring to your child's lunch box, book bag or a school coat, so they can recognise theirs easily.
- Please provide a clearly named, refillable water bottle each day and lunch bag. Although we recognise the importance of comfort toys when your child is new to the Pre-school, please discourage your child from bringing toys, sweets, money jewellery or dummies.
- Some parents choose to celebrate their child's birthday by sending cake into preschool for the children to share at snack time. Please do not send lollipops as we will not be able to give them to the children for safety, thank you.
- If your child is unwell they should not be sent in. If they have suffered sickness/diarrhoea, then they must not return for **48 hours after the symptoms have cleared.** If your child is asthmatic then you will need to complete the relevant form, and ensure that we keep an inhaler and spacer in Pre-school.
- If your child has Conjunctivitis they can not come to Pre-school until 24 hours after the first treatment is given.
- If your child becomes ill or infectious during Pre-School then we will contact you immediately so that you or another authorised adult can collect your child. This will be done via the emergency contact numbers you have provided in your child's data pack.
- If your child requires any medication then you **MUST** fill in a medication form daily (available from staff) We only administer antibiotics that require four doses per day, if they are three times then they can be done outside of the school day.
- Book bags must be sent in every day as we use these to send home things that your child has made and also any letters for you. Most messages are put on Tapestry our online Learning Journal. This will be set up once your child starts preschool.
- For health and safety reasons please **do not park inside the school gates** when dropping off and collecting your child from Pre-School.
- For reasons of safety, children will only be allowed to go home with the adults named by you in your child's data pack. If you wish your child to go home with any other adult then written notice must be received in advance. (Obviously in a genuine emergency a telephone call will suffice, during which we will require you to give us a password which the collecting adult **MUST** be able to repeat). Please collect your child from the Pre-school door. Please collect your child promptly to avoid unnecessary upset.

- Please ring and let us know if your child is unable to come to Pre-school.

### **CURRICULUM INFORMATION**

Pre-school offers your child a regular routine and a stimulating environment in which to be happy and secure. Children in the Early Years Foundation Stage learn through play, we plan focussed activities and have child led activities. Our topics and themes are from the children's own interests. We free flow during the sessions which means the children can choose activities inside and outside and learning takes place in both.

The Early Years Foundation Stage is made up of seven areas of Learning and Development:

Three prime areas:

- Personal Social and Emotional Development
- Physical Development
- Communication and Language

Four specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

### **Little Leaves**

We have a weekly Little Leaves session which enables the children to explore and learn outdoors in our Forest School area. We welcome parent and carer volunteers to help us, please speak to us if you are interested in joining in occasionally or on a regular basis.