

ST JOSEPH'S CATHOLIC PRE-SCHOOL, WORCESTER

INFORMATION FOR PARENTS

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

Please telephone us if your child is unwell.

The unit is available to all Pre-School children aged 2 to 4 years and is open term-time only from 7.30am until 3.15pm. Sessions are as follows:

Breakfast Club	7.30am - 8.45am
Morning Session	8.45am - 11.45am
Midday Session	11.45am - 12.15pm (<u>A lunch box is needed for the midday session</u>)
Afternoon Session	12.15pm - 3.15pm

FOOD AND DRINK

Breakfast Club does include a healthy breakfast.

You must send your child with a packed lunch in a clearly named lunch box for the midday session **(no back packs as there's no room on the trolley to store them)**

Please help us to keep our school safe, we have a **NO NUTS** and **NO KIWI** school because of allergies. An ice pack is needed 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 a snack each session

STAFFING

The Pre-School Unit is managed by Mrs. Cree, a Deputy Pre-School Manager, Room Leaders, 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 tapestry our online Learning Journey shows your child's progress and activities in Preschool.

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.

Earrings:

Earrings should not be worn on P.E days.

For children already with piercings that cannot be removed, it is a requirement that these are covered over with tape, put on by parents at home.

If earrings have not been removed before coming to preschool or a child's earrings have not been taped by parents at home, they will be unable to take part in P.E lessons.

- 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 or jewellery.
- 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 cannot 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 any letters for you. Most messages are put on Tapestry, our online Learning Journal. This will be set up once your child starts preschool.
- We do not have the space for back packs, they will not fit in your child's drawer, please send a book bag, drink bottle and lunch box if needed.
- For health and safety reasons please **do not drive in through the school gates**

- 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.
- You can take your child on holiday during term time, there are no fines for preschool (although any preschool fees will need to be paid). Please ask a member of staff for a holiday form

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.