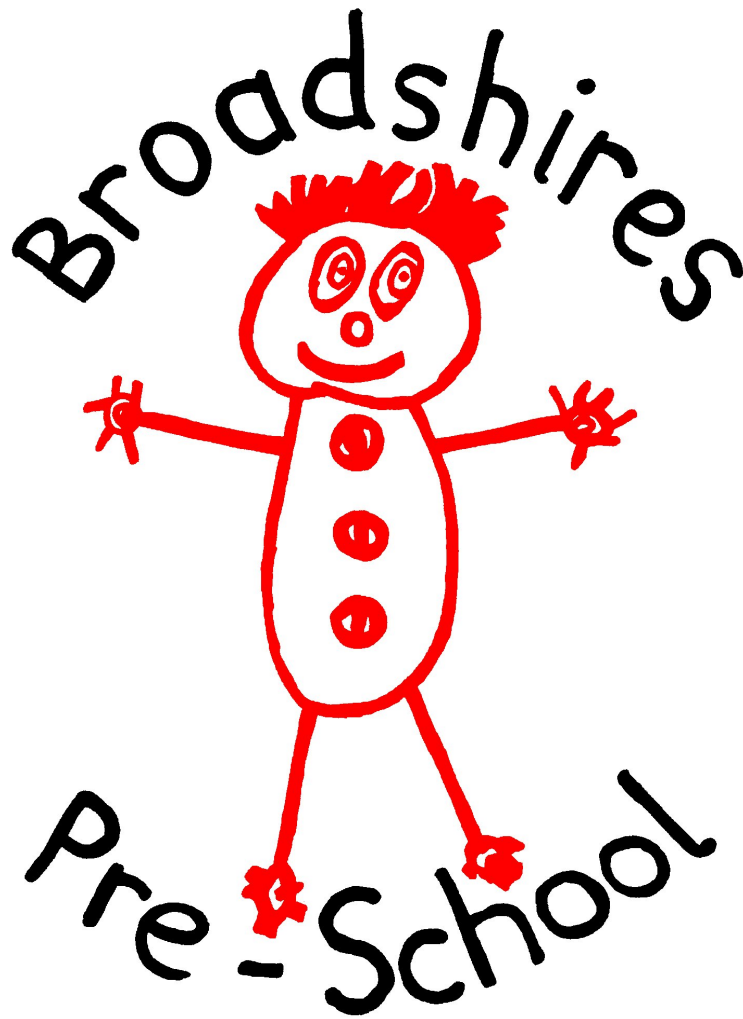




# Welcome pack July 2021



**Broadshires Pre-School**

**The Old School**

**Broadwell**

**GL7 3QS**

**Tel: 01367 860729**

**[www.broadshires-preschool.org.uk](http://www.broadshires-preschool.org.uk)**

Thank you for choosing Broadshires Pre-School. Please find enclosed some information about how the Pre-School is run, how we can help your child settle with us, and what is expected of you as a parent! In addition, we have enclosed some forms that require your attention; we would be grateful if you could return the completed forms to Pre-School as soon as possible. One of the attractions of our Pre-School is its small size, and for this reason we cannot afford to run with empty places. If you decide that your child will not, after all, be attending, please inform us immediately.

We look forward to welcoming you to Broadshires Pre-School and we hope that you and your child enjoy your time with us. We hope you will always feel able to talk to the Pre-School staff about any questions you have, or any problems that may arise. The best time to speak to them is either at the end of the Pre-School session, or by appointment.

## **WHO'S WHO**

Supervisor: Mrs Jackie Overton  
B.Ed. (Hons)  
Diploma in Play-Group Practice  
First Aid Certificate

Deputy Supervisors: Mrs Alison Rodger  
Diploma in Pre-School Practice (Level 3)  
First Aid Certificate

Miss Michelle Scott  
B.A. Early Childhood Studies  
First Aid Certificate

Assistant: Mrs Lisa Hathaway  
B.Ed. (Hons)  
First Aid Certificate

Assistant Mrs Clare Godwin  
NNEB Diploma (NVQ 3 equivalent)  
First Aid Certificate

Chairperson: Mrs Suzy Lyon

In respect of child protection, all staff are checked by the appropriate authorities

## STARTING PRE-SCHOOL

### **PRE-SCHOOL TIMES AND FEES**

We are aware that for some children Pre-School will be the first place they have been left away from home, and it is important for parents and Pre-School staff to work together to help the child feel confident and secure in the group. You should not feel worried if your child takes a while to settle, and you are most welcome to stay until you feel your child is happy.

Morning Pre-School sessions begin at 9:00am and end at 12.00 noon (Mon- Fri). We ask that you do not leave your child with us before 9:00am, as the Pre-School staff will be occupied with setting up in preparation for the session, and may not be able to supervise the children properly. For the same reason, we ask that you collect your child promptly at 12.00 noon.

Morning sessions may be extended to include lunch (please provide a packed lunch), and finish at 1.00pm.

Afternoon Pre-School sessions begin at 12:00 noon and end at 3:00pm (Mon - Thurs). Again, we ask that you do not leave your child before 12:00 and that you collect them promptly at 3:00pm.

Our sessions do not always run to a rigid plan, as we may wish to make the most of situations that occur spontaneously, which can provide great learning opportunities for the children. However, below is a rough guide to the timing of the sessions:

#### **Morning Sessions (Mon - Fri)**

9:00 am	Register
	Free Play (inside / outside)
	Craft
10:30 am	Snack
	Table-top games
	Story
	Music / singing
12:00 noon	End of session

#### **Afternoon Sessions (Mon - Thurs)**

12:00 noon	Lunch
	Register
	Free Play (inside / outside)
	Craft
	Table-top games
	Story
	Music / singing
3:00 pm	End of session

#### **Lunch Sessions (Mon - Fri)**

12:00 noon	1:00 pm
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Currently our fees are £15 per pre-school session and lunch session is £5, both payable termly in advance (you will receive an invoice at the beginning of each term and we request that the bill is settled within that term). There is a charge of 20 pence per morning session towards the cost of providing a snack. Fees continue to be payable if a child is absent and each child's attendance at the group is conditional upon continued payment of necessary fees. We are registered to accept nursery

vouchers. At present the vouchers are available the term after your child's 3<sup>rd</sup> birthday. In order to claim these vouchers we need to provide evidence that the Pre-School supervisor has seen your child's birth certificate or passport. We are registered to accept Sodexo vouchers and can provide places for funded 2 year olds if they are eligible. We also offer 30 hours funding to those parents who are eligible.

## **COLLECTION OF CHILD BY NON-PARENT**

If your child is to be collected from Pre-School by someone other than a parent/guardian or designated carer you must notify Pre-School in writing by signing and completing the "Your Child is Being Collected by Another Person" book. A password should be used if we have not met the person previously. We will not send your child home with someone we do not know unless this procedure has been followed.

## **WHAT YOUR CHILD NEEDS TO BRING**

Please provide your child with a pair of named wellies for outdoor play for when it is wet or muddy. These can be kept on our wellington trolley. As our weather is so unpredictable, and as we do encourage outdoor play whenever possible, please make sure your child brings appropriate clothing (coats, hats, scarves, sun cream etc!) - it is helpful if you provide your child with a small bag containing spare clothes, should they be required, either because of toileting accidents or getting wet during water play. Please name all clothes and shoes. Finally, although children receive a drink at snack time, each child is required to have access to water at all times throughout the Pre-School session. Please could you supply a named water bottle, with a closed top, for your child. For your child's dental health we advise that you provide water rather than juice in this bottle. A named flannel will be provided for your child to dry hands on after washing, and will be hung on their named towel hook.

## **PACKED LUNCH**

If your child is staying for lunch, we ask that you provide a healthy balanced meal for your child, for example: sandwiches; raw vegetables; fruit (grapes, cherry tomatoes etc. must be cut in half to prevent choking); yoghurt; and a drink (water, juice). We do allow treats (cake, flapjack, small chocolate biscuit etc.) but please, no sweets. Try to avoid highly processed foods and those high in sugar, salt and fat. The fridge at Pre-School is not big enough to accommodate every child's lunch box. If the contents of their lunch box need to be kept cool, please include a cool pack inside.

## **KEY PERSON SCHEME**

Broadshires Pre-School operates a key person scheme in which a particular member of staff has special responsibility for your child. The key person's main duties include helping your child to settle into Pre-School, providing for his/her emotional needs, contributing information about a child's individual needs with respect to the planning

of the Pre-School curriculum, and liaising with professional workers as necessary. Your allocated key person will be able to talk to you, and work in partnership with you to provide the best possible environment for your child. She will have responsibility for compiling an Early Years Foundation Stage profile, containing photographs and notes about what your child has been doing. She will discuss with you what you both consider your child's "next steps" are. Your key person will NOT: keep key children to herself throughout the session; liaise only with her key group children; or prevent other adults in the Pre-School developing a relationship with her key Children. You will be informed of your key person at the beginning of each academic year, and as part of the key person scheme it would be useful if you could complete the enclosed questionnaire to help us to get to know your child and settle them at Pre-School. All information will be treated confidentially and kept with your child's records. We use small notelets called "Yippee Moments" for you to complete, so that we can acknowledge achievements made at home.

## **ILLNESS**

If your child has been unwell during the night or seems a little off-colour in the morning, we would ask you not to bring them to Pre-School. It is hard for the child and the staff if one of the group is feeling fragile. If your child has vomited and/or had diarrhoea, you are asked not to bring your child to Pre-School until 48 hours has elapsed since the last attack of vomiting or diarrhoea. Some parents are anxious that their children avoid illness as far as possible, and whilst it is inevitable that bugs will spread around the Pre-School, we avoid exposing other children unnecessarily. Staff are not permitted to administer medicines unless they are prescribed by your doctor. If it is vital that your child receives a dose of medicine during Pre-School hours and he/she is not otherwise infectious, you may come into the Pre-School to administer it yourself. We have a Medical Records Book which needs to be completed with details if your child is on prescription medication.

## **TOILET TRAINING**

If your child is not yet toilet trained (or is in the early stages of being toilet-trained), we ask that they wear a nappy or "pull-ups" to Pre-School, and that this continues until they are able to alert someone as to whether they need to use the toilet. Please feel free to discuss your child's individual needs regarding toileting with any member of the Pre-School staff.

## **THE LENDING LIBRARY**

To promote a love of books we encourage children to borrow a book from our Pre-School library. The books are transported to and from Pre-School in a blue book bag (provided by Pre-School). Please complete a library card to inform us which book you have borrowed.

## **FOOD AND DRINK**

During each morning session, children have the opportunity to partake in snack time. Snacks are provided and prepared by Pre-School in accordance with our “Food and Drink Policy” and our “Health and Hygiene Policy“, and include: fruit, raw vegetables, and toast. In addition, children are offered a drink of either milk or water. Please discuss any dietary needs your child may have, including allergies, and Pre-School will make appropriate arrangements to accommodate them. During Chinese and Indian festival celebrations we will eat food connected to those countries and at other times may sample various fruits or bread. We display current information about individual children’s dietary needs so that all staff are fully informed of them.

## **PARENTAL INVOLVEMENT**

Contributions from parents and carers are always welcome and gratefully received, we would not be successful without your help. Apart from holding a committee position, there are lots of other jobs which need to be done at Pre-School on a regular basis. Could you volunteer perhaps to help clean our toys and equipment, wash aprons, or maintain the garden? If you can offer any time, please see any member of Pre-School staff or any committee member.

## **COMMITTEE**

Broadshires Pre-School is run by an elected committee who ensure that major decision making is in the hands of the parents who use the group. The Committee is responsible for reviewing the policies and practices adopted by the Pre-School; for the employment and appraisal of members of staff; and fund raising. We hold committee meetings termly. Our Annual General Meeting, at which the committee for the following year is elected, is held in October, and we are always looking for new members - it’s a great way to be involved in the Pre-School. If you would like to know more, and/or are interested in joining our Committee, please ask a member of staff for details.

**Please do not use your mobile phone whilst in  
Pre-School.**

We are required to obtain your written permission for the following actions undertaken at Broadshires Pre-School. Please complete the enclosed permission slips and return them to Pre-School as soon as possible.

### **EMERGENCY MEDICAL ADVICE AND TREATMENT**

In the unfortunate event of a medical emergency, we need to have your permission to authorise treatment for your child if we are unable to contact you. Please complete and return the permission slip.

### **RECORDS OF ACHIEVEMENT**

Observation records, including photographs, are kept of your child to create a unique Early Years Foundation Stage Profile of your child. Your child's Profile will be available for you to look at, and any parental contribution is welcomed and valued. A summary of the Profile is required to be forwarded to your child's primary school when they leave Pre-School. If you agree for us to keep an observation record of your child, please complete and return the permission slip.

### **PHOTOGRAPHS**

We would like, occasionally, to take photographs of your child playing/learning throughout his/her time at Pre-School. We will include these in their EYFS Profile and on wall displays or within books to show some of the activities that they have participated in. If you agree for us to take photographs of your child, please complete and return the permission slip.

### **POLICIES**

Broadshires Pre-School operates in accordance with a number of policies which have been adopted by the Pre-School to ensure the welfare of children in our care. These policies are reviewed periodically and OFSTED require all parents/carers to be familiar with them. A folder of our policies is situated in our porch area and is always available for parents/carers to look at. Copies of specific policies are available upon request. Please sign and return the appropriate slip indicating you have been informed of this. A summary of all our current policies is included on the website.

### **WEBSITE**

We frequently update our website, which holds information such as newsletters, events, prospectus, contact information and a gallery of photographs, some of which would be of children at play, etc. If you are happy for us to include pictures of your child on our website, please complete and return the permission slip.

## **PERSONAL DETAILS FORM**

We are required to hold on file certain information regarding your child, and have enclosed a "Personal Details" form to be completed and returned to Pre-School as

soon as possible. All information is treated confidentially.

## **SAFEGUARDING POLICY**

We regard the welfare of all children as paramount. They have the right to protection from abuse, whether it be physical, emotional, sexual, or neglect. All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately. All staff working with children and young people have a responsibility to report concerns to the appropriate officer.

If you have concerns that a child is being abused, report it to NSPCC Tel.08088005000 or online. You can stay anonymous if you prefer. If you think the child is in immediate danger, phone 999.

## **SAFETY**

For safety reasons we ask that you do not bring dogs onto the Pre-school premises, either the patio area or into the building, unless previously arranged. eg. for a special visit.

## **AND FINALLY.....**

Thank you for taking the time to read through your Welcome Pack and complete the enclosed forms. If you have any questions regarding any aspect of Broadshires Pre-School, please do not hesitate to contact us. We look forward to seeing you soon.

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## **COMPLAINTS**

Please speak to a member of staff if you ever have any concerns or worries about your child or complaints about Pre-School. We will endeavour to try and give you advice, support or attempt to rectify the situation.

If you feel that your concerns were not dealt with by Pre-School to your satisfaction, OFSTED can be contacted at the following address:

OFSTED Reg no.                    134451

OFSTED Reg. Office.            The National Business Unit  
OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Tel: 0300 1231231