



Your Child's Time at Hatherleigh Pre-School CIO

We would like to welcome you to Hatherleigh Pre-School, hopefully this letter answers any questions you may have prior to your child joining us.

Our aims are:

- To enhance the development and education of children under statutory school age in a community-based group that involves and supports parents and families.
- To support every child in fulfilling their potential, and to provide the foundation for their future learning.
- To provide a welcoming, inclusive, safe, secure, and stimulating environment.

On arrival, please enter the community centre through the main entrance, turn right for the Pre-School area, where you will be greeted by a member of staff who will sign your child in and assist with bags, coats etc. (please inform them of the person who will be collecting your child) if you are late please ring the bell on the wall above the table.

At the end of the session when picking up your child, again please use the same entrance, ring the bell, a member of staff will bring your child to you with their belongings, you will be given any important information by a member of staff.

It is important that you collect your child on time; If unexpectedly you know you are running late, please telephone the pre-school - 01837 811264

If your child does not settle one parent at a time may come in to provide reassurance – you will be asked to wash your hands and leave any belongings in the kitchen area, staff will support you and your child for as long as is needed.

On arrival children will wash their hands before starting to play and frequently throughout the day.

There is always a planned selection of toys and activities available to the children to cover the curriculum's areas of learning and help them to learn through play.

All our staff are always willing to help, discuss any questions concerning your child's progress at pre-school with your child's key worker in addition to the termly appointments. Your child's key worker will be allocated shortly after enrolment and will introduce themselves to you.

Please ensure your child has a named bag with a change of clothes and any nappies, wipes etc. required along with a coat/hat/welly boots depending on the weather for outside play.

If your child is suffering from Diarrhoea/vomiting, please do not bring your child into preschool until *a full 48hrs* after the last bout of vomiting or diarrhoea has passed. Children need to be completely well to attend and cannot come if they are displaying any illness – if you are not sure please contact the Pre-School on 01837 811264 before bringing your child in for their session – this is for everyone's wellbeing.



We will be helping our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and pedal bins throughout the setting.

Your child will have their own named tray at pre-school. Your child's Learning Journey folder will be stored in the tray and will be shared with you during your termly meeting, if you would like to look through it at any other time, please let a member of staff know and we will arrange for it to be available. Any additional art etc. will be given to your child to be taken and enjoyed at home.

Before your child's first session you will be required to fill in a care plan in addition to the registration form; this is a personal document for your child where records will be kept. You may add any important information regarding your child if you think it relevant for the staff to know, these records are confidential.

We aim to keep the terms activities communicated to parents, through Facebook and notices on our front desk, and at our termly meeting with parents/keyworkers. If you do not have access to Facebook, please inform your child's key worker.

If any hours are not covered by funding, you will receive an invoice at the beginning of each term with the option of paying in two instalments, if you wish to discuss an alternative payment plan you must speak to the administrator in advance of the due date. If payment is not received, we reserve the right to withdraw the additional hours your child is attending over the 15 hours funded by Early Years Funding.

If you wish to speak to the administrator about anything relating to booking/changing sessions, funding, payments, change of address or contact numbers etc. please contact Alison on 01837 811264 or send an email to admin@hatherleighpreschool.org.uk

Mobile phones and cameras are not to be used within the Pre-School area and should be kept safely in your bag when dropping children off or picking children up, thank you for your co-operation with this matter.

If your address/telephone number/email address changes, or you wish to make any changes to your emergency contacts, please let a member of staff know.



Food and drink Each Pre-School session offers a break for food and drink. We have introduced a "bring and share" fruit/vegetable bowl – we ask that children bring along a whole piece of fruit/vegetable to each session whenever possible, which staff will prepare and use for snack time with the children, alongside other snacks

that we provide, children are offered a variety of healthy, nutritious food including cheese/breadsticks/crackers/bread.

To drink, children are offered milk, which is fresh daily, and water. If your child attends breakfast club, cereal/toast will be offered.

Please inform us of any allergies your child may have.

If your child is attending lunch club a packed lunch will need to be provided, please send the lunch in a named, chilled lunch bag, the food will be stored on a designated lunch box trolley but not refrigerated. We promote healthy eating and ask that your child is supplied with a healthy lunch with no fizzy drinks, sweets, chocolate products, nuts (in case of allergies). At the start of lunch club, all children will wash their hands, then eat their packed lunch around the tables with staff, the children will be encouraged to eat their food in a particular order e.g. sandwiches, dairy, fruit, etc.

We have uniform for sale (uniform is optional) – royal blue sweatshirts (£3.50) and polo shirts (£2.75) with “iron on” Pre-School logo badges or you can buy the badges separately (£1.50) to iron on to your own clothing. If wearing own clothes, we advise for your child to wear clothing that you do not mind getting dirty or possibly stained and suitable for your child to play in comfortably.

Please telephone 01837 811264 to let us know if your child is going to be absent, you can leave a message on our answerphone, if necessary, it would also be useful to know in advance if your child is going to absent due to holiday.

We understand that being a parent can bring out strong emotions, as staff we will always help and support you in any way we can, however we do ask that you always treat us with respect and politeness, this is the best way to work together over any concerns. If you have any issues you wish to discuss, please be mindful of other parents/children in the room and ask to speak to a member of staff privately.

All that remains to say is that we hope you all enjoy your time with us here at Hatherleigh Pre-school, please make a note of the future term dates overleaf, if you have any questions, please don't hesitate to ask someone.

From All the Staff and trustees Of Hatherleigh Pre-School CIO