

# INTRODUCTION TO PRESCHOOL

**(please keep this for your reference)**



St Patrick's Preschool



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## **Welcome to Preschool**

We hope that your child's time here will be a stimulating, exciting and happy learning experience. In a caring and accepting environment, your child will be able to build upon the social, emotional and intellectual foundation which you have laid.

Your child will be able to experiment with new activities, explore the creative possibilities of art and craft, the exhilaration of adventurous play, develop ideas and communicate them freely. They will have the opportunity to develop and practice the social skills that are so important for a happy and satisfying life. Your child will learn to respect the rights of others, and the value of cooperation and sharing with others.

We will prepare your child for school, i.e. use of facilities such as the Hall, school playground, vegetable garden and library.

The contents of this booklet introduce your family to Preschool.



## **Staff**

All staff in the pre-school hold or are working towards Early Childhood Education qualifications, our staff are involved in on going professional development to ensure that we have knowledge of the most recent theory, policy and practice in early childhood education. Child/Adult ratios meet the regulations and our staff are dedicated to providing each child with the highest standard of care and education. All fulltime staff have First Aid experience and hold current First Aid Certificates.

## **Well-Being**

Preschool has fourteen places for children from two to five years of age, with many transitioning to the Primary school on site.

## **Settling Your Child**

The settling process for your child will be discussed at your initial interview with the Manager. On your child's first day at Preschool we recommend you allow time to settle your child and to familiarise yourself with Preschool procedures. On arrival at the Preschool you will be met by the Manager and introduced to your child's primary caregiver. Each child in the Preschool is allocated a keyworker for the purposes of providing a safe, secure introduction to the Centre. Your child's keyworker is responsible for settling your child each day, communicating with parents in the morning as to the child's wellbeing, and supporting your child through the separation from parent period. The morning programme is structured so that time is allowed for this settling process.

Your child's first day at Preschool is exciting for them, however for many children it is a first experience of care outside the family home. We encourage all parents to discuss with the Manager the most suitable settling in programme for your child.

Your child is welcome to bring a favourite cuddly toy to support them in the settling process. In the long term, however, we do not encourage toys from home as conflict arises in the Preschool when toys from home are not able to be shared, are lost or broken.



## Preschool Hours

	Morning Session	Lunch	Afternoon Session
Monday	8.45 – 11.45	11.45 – 12.15	12.15 – 3.15
Tuesday	8.45 – 11.45	11.45 – 12.15	12.15 – 3.15
Wednesday	8.45 – 11.45	11.45 – 12.15	12.15 – 3.15
Thursday	8.45 – 11.45	11.45 – 12.15	12.15 – 3.15
Friday	8.45 – 11.45	11.45 – 12.15	12.15 – 3.15

Doors will be opened at 8.45am and locked at 9.00am for the morning session and reopened at 11.35am for lunch time pick ups. For the afternoon sessions gates open at 12.15pm until 12.25pm then reopens from 3pm for the end of the day. Children must be collected no later than end of session times (11.45am or 3.15pm) Please try to be here 5 minutes before the collection time to ensure a swift exit.

**N/B Our staff are not salaried and any late pick up means staff who are here will be unpaid.**

### Fees:

£5.50 per hour. 3/4 year old grants, 2 year old grants are accepted and all other vouchers.

In advance invoices are issued at the start of each month. Places must be booked termly and will be invoiced accordingly.

Payments must be made within 14 days from receiving the invoice.

N/B Because we are open 6 ½ hours per day a 30 hour grant will not cover a full 5 day week (32 ½ hours) therefore there will be a charge of £2.50 per day to cover cost for the lunch ½ hour.



## **Custody and Access Arrangements**

Children will only be released from the Preschool to the care of parents, guardians or friends who are named on the initial enrolment acceptance form, or any authorised amendment. However, should you wish your child to be collected by another adult on any one day, please ensure you inform the Manager of this arrangement. Children will not be released unless this has been formalised. Should you have a sudden change of plans during the day, please contact the Manager by phone. The Preschool also requires a copy of any custody or access documents that relate to your child. All documents will be kept confidential by the Manager.

## **Preschool Bags**

Please purchase your child a reasonably sized bag so they are able to put their clothes and lunchbox away with ease. The zip should close over their belongings without a struggle. Please **name all schoolbags** on the outside front of the bag and in large bold writing. This will enable staff to easily locate bags



## **Children's Health**

If your child is unwell, please do not send them to Preschool. Children may not be left at the Preschool if symptoms of infectious disease have occurred during the previous forty eight hours, e.g. diarrhoea, vomiting, skin rash or raised temperature. This is a necessary policy not only to prevent the spread of infection to other children and staff, but also for the health and wellbeing of your child. If your child has been ill, please discuss this with your child's keyworker. If your child has been infected with any of the childhood diseases (chicken pox etc) please inform the Manager so other parents can be informed that symptoms may occur. The staff must be informed if your child has any allergies or health problems that may require special consideration and care.

Children who become ill during the day will be made comfortable while parents are contacted and arrangement made for immediate collection of their child.

Medication: Please advise your child's keyworker if your child is taking medication of any description. If medicine is required to be taken during the day, parents are required to fill out the Medication Book and place the medicine in the kitchen. Please note that Paracetamol (Calpol) and Ibuprofen (Nurofen) will not be administered to children at the Preschool. Please do not leave medication, creams or lotions in your child's bag. These should be handed to staff.

## **Meals**

Parents are asked to provide enough food for their child for a full day at Preschool. Children are encouraged to eat well at morning snack time, as we find that children have a very good appetite at this time of day. It is important that any particular dietary needs are communicated to the Manager on the first day your child attends the Centre.

Parents are also asked to supply a **named water bottle** for their child. Please ensure your child brings this **water** to Preschool every day.

Children need to bring their own lunch in a **named lunchbox**. (Please make sure the name is clearly visible). We recommend sandwiches and fruit. Please try to keep sugary and processed snacks to a minimum; in line with the school's Healthy Eating Policy, thank you.

Preschool acknowledges that birthday celebrations are important to families. Small cup-cakes or muffins may be provided by parents for these occasions. Other foods such as lollies and chocolate are very high in sugar and fat and are not recommended for Preschool consumption. As always staff will take the opportunity to talk about healthy food at these times.

Please can you ensure that any type of nut isn't sent to school. This is to safeguard other children who might have nut allergies.

Please inform preschool, as soon as possible, if your child has any **food allergies**.



## Curriculum



## Philosophy

Preschool believes in the importance of providing quality early childhood education. We foster an environment that encourages the growth of competent, confident learners and communicators while acknowledging that all children are individuals. We challenge and extend children's physical, cognitive, social-emotional and language development. Our teachers promote positive learning dispositions that support oral language development, opportunities for thinking, problem-solving, exploration, self-expression and discovery.

Relationships with families and are valued by staff at the Preschool. Communication with family members in relation to each child's wellbeing is given priority. Preschool staff adopt an inclusive curriculum, valuing the diversity of children and families. We recognise and acknowledge the values, beliefs and aspirations of parents and well-being of all children. Community support services are welcomed into the Preschool and provide valuable professional support to staff, families.

## Google Classroom

In preschool we use google classroom, online learning journey, this allows you to access your child's photographs from their time at Preschool and will be used as means for communication.



## **Excursions**

Newsletters will be sent home advising of planned excursions along with permission slips for children. Notification will be given well in advance so that parents have an opportunity to arrange schedules and participate in excursions. We welcome suggestions from parents on excursion destinations. Visitors to our Preschools are also an important part of our programme, connecting children with people in our Community. Parents will be advised prior to visitors attending and the programme will prepare children for visits so that they gain optimum benefit from the experience.

Once again, parents are welcome to suggest suitable visitors.



## **Information Sharing**

### **Absences:**

Please let us know as soon as possible if your child is going to be away for any reason. Staff will be at the setting from 8:30am. Please email the office on [admin@st-patrickscofe.cumbria.sch.uk](mailto:admin@st-patrickscofe.cumbria.sch.uk) or call the office on 015395 67388.

### **Documentation:**

The following information is available to you to read in the school office: • Centre Policies • Recent Education Review Office Reports • Education (Early Childhood) Regulations 2008 • Complaints Policy

### **Enrolment:**

To complete your child's enrolment and confirm a space on the roll, please return the Admission Form and a copy of your child's birth certificate and prior to your child's first day at the Preschool. Please advise the Manager immediately of any changes to contact information for your child.

We look forward to ensuring that your child enjoys their time with Preschool. We hope that you gain satisfaction from watching your child develop and learn in a warm, happy and secure educational environment. If you at any time need more information, please speak with the Manager.

The contact number to Preschool is 01539 567388. Please note we might not be able to come to the phone if you call during Preschool's opening hours but a message will be taken and passed on to us. We will then call you as soon as we can. You could also email us on [preschool@st-patrickscofe.cumbria.sch.uk](mailto:preschool@st-patrickscofe.cumbria.sch.uk) and we will reply asap.