

Combe Pre-School

Parents Welcome Pack



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**Information for New Parents.**

Welcome to Combe Pre-school, we hope that you and your child will enjoy your time here. To help settle you in, here is some useful information for you.

**The Management of our setting**

Our setting is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee make up the registered person with Ofsted and are responsible for:

* managing our finances,
* employing and managing our staff,
* making sure that we have, and work to, policies that help us to provide a high-quality service,
* making sure that we work in partnership with parents.

The Annual General Meeting is open to the parents of all the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

**Safeguarding**

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicions of abuse are promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

**Prevent Duty**

Our setting complies with The Government's Prevent Duty to help prevent children being drawn into extremism. Our staff are vigilant and are required to inform our designated safeguarding leads, who will contact the relevant agencies if they suspect children are being exposed to extremism. Protecting children from extremism forms part of our settings safeguarding procedures and is an Ofsted requirement.

**British Values**

We actively teach British Values in our setting which means providing a curriculum which 'actively promotes the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs'.

To do this Practitioners will:

* Listen to children,
* Share appropriate information with parents,
* Listen to parents,
* Reports concerns,
* Challenge negative behaviour,
* Focus on what children need,
* Support children's Personal, Social and Emotional development by helping children to develop a positive sense of themselves, and others, to form positive relationships and develop respect for others: to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

**Inclusion, Equality & Diversity**

Our setting believes that no child or family should be excluded from Pre-school activities on the grounds of gender, ability / disability, race, religion, or cultural beliefs. We aim to ensure that all those who work in or wish to volunteer to help with our Pre-school have an equal chance to do so. Our full Promoting Inclusion, equality and valuing diversity policy can be found on our documents page on our website.

**Special Educational Needs**

We aim to provide equality of opportunity for all members of our group, and this includes children with special educational needs.  The number of adults present in the pre-school enables us to provide individual attention for each child.  Each child is able to progress at her/his own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties.  We are trained to work in close liaison with professionals across the range of special needs, and we operate in accordance with the government’s Code of Practice on special educational needs. If you would like to discuss the group's ability to meet your own child's special needs, please talk to the pre-school leader or your child's keyperson. Our full Identification, assessment, and support for children with SEND procedures document is available on our policies page on our website.

**Arrival and pick up times.**

 Pre-school starts at 8.50am, so if you arrive early, please can you wait outside in the garden area so that the staff can set up for the morning. Please do not enter the premises until a member of staff gives you permission as we are not insured to look after your children before the session starts.

 At pick up times, 11.50am, 12.50pm, 2.50pm, 3.20pm and 6pm please can you wait outside the main door. A member of staff will open the door when story/song time has finished. Please be patient if we are running a bit late. When leaving the building please can you notify a member of staff, so that we can put the child lock on the door so that the children do not leave the building unnoticed.

**Car park and Entrance gate.**

 If you are coming to Pre-school in your car, then please use the car park in the playing field as the residents opposite us do not appreciate having their driveways blocked. Please do not park outside the front of the building. Please can you ensure that you close the gate when arriving or leaving the building. This will help to keep the children away from the car park, road, and any traffic.

**Collection Book.**

 If someone else is coming to pick up your child, then please inform a member of staff. They will ask you to fill in the collection book which must be signed by yourself and the person who is picking up your child. If the staff have not met this person before, then we ask parents to create a password and staff will ask the person who is picking up the child for this password on their arrival. For security reasons we will not let the children leave the premises with people that the staff do not know unless we have been informed or unless the password system is enforced.

**Suitable Clothing.**

 We usually plan a wide variety of different types of messy play at Pre-school, such as painting, sand, water, shaving foam etc. Therefore, it is a good idea to dress your child in clothes that you don’t mind getting dirty. We also

advise parents to bring in a spare pair of clothes in a bag to keep on your child’s peg just in case they have an accident or get wet whilst playing. We do have some spare clothes, but our stocks are limited. We do encourage the children to wear aprons but somehow, they still manage to get wet or dirty.

**Outdoor Clothing**

 Whether it’s sunny or pouring down with rain we always take the children outside to play. We have an open-door policy so that the children can choose to stay and play indoors or go outside. It is recommended that you supply a coat, a pair of boots (which can be left at Pre-school for all year-round use), and a hat and sun cream for use in the summer. Please ensure that you put your child’s name in their clothing, as this helps staff to identify any clothes that have been found on the floor.

**Pre-school Uniform.**

 You can purchase jumpers, t-shirts, and fleeces through Pre-school, just ask a member of staff or you can order this directly from our supplier via our website. We occasionally have second hand Pre-school uniform which is handed back to us, which we will sell onto parents at a reduced price.

**Nappy Changing Items.**

 If your child wears nappies then you will need to bring a bag with spare nappies, creams etc., so that staff can change your child during the session. We are a baby wipe free zone, so we will happily supply cotton wool and warm water to clean your child.

**Pegs.**

 Your child will have a named peg to hang coats and bags on. Near their peg they will also have a black tray mounted on the wall with their name attached, where artwork and letters etc., are placed to take home.

**Attendance – Why it’s Important.**

Good attendance at Pre-school promotes good outcomes for children.

The benefits are as follows:

* Your child makes friends and learns new social skills,
* Helps promote and develop good habits for school and future studies,
* Your child plays, learns and has fun,
* Your child will develop in all areas of learning.

If your child is absent for any reason, please contact the staff via email or phone to let them know. If you do not inform pre-school of your child’s absence, then a member of staff will contact you via the phone to ask you why your child is absent. This is in line with our Absence Procedures which you can view on our documents page via our website.

**Sickness/Illness.**

 Please do not bring your child into Pre-school if they have been vomiting or have had diarrhoea. You may bring them back to Pre-school when at least 48 hours has elapsed since the last attack. We also ask that you keep your child at home if they have an infection as this helps to prevent it being passed on to the other children and staff. Please inform staff of any infections and illnesses so that we can alert other parents as necessary and help us to observe the other children who may become ill. Pre-school follows a guide for infection control that we adhere to which helps prevent certain illnesses from spreading. The staff have a right to refuse a child admission to pre-school if they have specific infection or illness.

 We are only allowed to administer medicines that have been prescribed by a doctor. We can give medicines such as Calpol with your permission. We will call you beforehand, if we feel your child is unwell with a temperature, and they need this to prevent a febrile convulsion. We will record this in our medication book, which we will ask you to sign when you pick up your child. We also advice that if your child has been prescribed antibiotics that you keep them at home for at least 48 hours before returning to Pre-school. If your child needs to be given any medicine during a session then please speak to a member of staff, as a record of this must be recorded in our medication book.

 If your child needs an inhaler or EpiPen then please talk to a member of staff as they will need to have training to administer these. If your child becomes ill whist attending Pre-school, we will contact you to come and collect them.

**No Smoking**

 We do not allow smoking on the premises and ask that you do not drop cigarette ends in the front entrance or back gardens as we use both areas for outside play.

**Accidents.**

 If your child has an accident such as a fall or a bump to the head etc., then you will be informed by a member of staff. They will record the incident in our accident book which you will be asked to sign. You may also receive a message about any bumps to the head that your child receives during the day via our Class Dojo Communication App.

**Lunch Boxes.**

 Lunch boxes should be placed on the shelves in the corridor, along with water bottles. These should be labelled with your child’s name. If you are including grapes in your child’s lunch, then we ask that you cut them in half as they are a choking hazard. On warmer days you may ask the staff to place items such as yoghurts in the fridge, but you must put your child’s name on them.

**Allergies.**

 If your child develops any allergies during their time at Pre-school, then please notify a member of staff.

**Snack.**

 We provide a healthy snack for the child which includes fruit, vegetables, and savoury foods such as rice, cous cous, crumpets, breadsticks etc. We only provide milk and water for them to drink.

**Oral Health**

 We have been awarded the Community Dental Services Healthy Smiles Accreditation scheme which means we are now a "Tooth friendly" setting. By promoting good oral hygiene with the children and parents we hope to help prevent tooth decay amongst our children with regular tooth brushing at our setting as well as promoting information about oral health and healthy eating. After lunch we will encourage your child to brush their teeth with their named toothbrush (provided by us) and their toothpaste (provided by you or us), which will be kept in their own named cup. The staff will clean the toothbrushes after each use and replace them when needed.

As we are are committed to promoting oral health in our setting to help prevent tooth decay in your children. We request that parents do not bring in cakes or sweets when it their child’s birthday. Please see our ‘Celebrations and Food Guidelines’ document on our policies page for more information. If parents bring these items in, then we will give them to the children to take home to eat. We have a small number of children who have food allergies and intolerances which means that they may not be able to receive one of these treats which seems unfair on these children.

We have a special wooden birthday cake which we use to help our children celebrate their birthdays. At group time, a member of staff will ask the birthday child to count the correct number of candles and find the correct number to place on the cake, before we sing ‘Happy Birthday’ to the child whilst the hold the cake.

**School Dinners**

As part of our Healthy Eating initiative, we offer school dinners at lunch times. The meals are cooked on site at Combe Primary School and transported to the Pre-school. There is a daily fee for the meals, which you can pay for online when ordering your child’s meals through the ‘School Grid’ website. School dinners are optional, so you are welcome to provide a lunch box if preferred .

**Contact Numbers and Address’s.**

 Please can you notify staff if your telephone, mobile and home address with you if changes so that we can get in touch there is an emergency.

In the past we have had to close due to snow. If this happens, we will put a message on our website, Facebook, or our Class Dojo communication app.

**Policies and Procedures.**

 These are available to view and download from our website at:

[www.combepreschool.co.uk](http://www.combepreschool.co.uk)., on our documents page. Hard copies can be viewed at Pre-school.

**In the Moment Planning.**

 We use a system called ‘In the moment planning.’ Each week the staff chose three focus children to follow over the week, where we take photographs and write observations which we place on an individual planning sheet. The following week, the staff will send a photograph of this sheet through our Class Dojo Communication App for parents to read at their leisure and gives them the opportunity to see a snap shot of what their children are learning during there time with us. These sheets will then be added into your child’s ‘Learning Journey’ file which we use to track your child’s progress.

**Rising Fives Activities.**

 Each year we plan some Rising Fives activities where the children can participate in more challenging activities to help the make progress before their transition to primary school.

During these activities we aim to:

* Improve children’s listening and communication skills, through playing games and activities,
* To practice self-care skills, such as putting on their coats, hats boots and shoes independently,
* Foster a love of reading, by listening to stories,
* Read stories to positively reinforce their transition to school,
* To help understand rhyming words by playing games and singing fun songs,
* To learn the importance of a healthy lifestyle and looking after our bodies by joining in with PE games and activities,
* Practice scissor cutting skills through a variety of activities.
* Promote phonological awareness through listening and talking during activities, games and reading stories.
* To socialise with their peers and develop friendships in their cohort group.
* To share and take turns during games.

 **Learning Journeys.**

 This is to track your child’s progress throughout their time at Pre-school. It consists of observations completed by your child’s key person, photographs, plans for their next steps and to show what they have achieved so far on the 7 areas of learning. This is completed by your child’s key person and updated regularly. You can view your child’s learning Journey at any time.

**Parents Evening.**

 Parents evening are usually planned twice a year. This is for you to meet with your child’s key person and discuss their progress. There is a chance for you to look through your child’s learning Journey and discuss how they are developing and plans for their next steps.

**Two-year progress checks.**

 This consists of a short summary written by your child's key person on your child's development when your child is between 24 and 36 months. The 3 prime areas assessed are: Communication and Language, Physical Development and Personal, Social and Emotional Development. This progress check allows

the staff to identify how they are progressing and if they need any additional support. We will give you a copy of your child’s two-year-old check for you to read through and add any comments. Please sign and return these to your keyperson who will then make a photocopy to add to your child’s Learning Journey file.

**WOW! Moments**

 If your child does something special at home such as count to 10, get dressed all by themselves etc., then please feel free to write these down on a WOW! Sticker or post it note and we'll display it. Please ask a member of staff for a WOW sticker or post it note to fill in. Alternatively, you can send us a message or photograph via our Class Dojo Communication App. This will then be added to your child’s learning Journey which is updated each term to help monitor their progress and development. You are welcome to have a look at your child’s Learning Journey whenever you like, just ask a member of staff. We will occasionally send WOW moments if they have done something amazing at Pre-school and send these with a message and photograph via our app.

**Class Dojo**

 We use a parents communication system called Class Dojo. When your child starts at pre-school, we will ask if you would like us to send you an invitation to join this system.  This is a simple, free, easy to use system of sending photos and messages securely to Parents, either individually or as a group. We have successfully used this system for a few years, and Parents appreciate being able to access messages and photos on the app. Parents will be invited to download the app to their phone or device.

 We hope you will find it informative and a good addition to our provision. However, it will never replace the contact between keyperson and families, so please remember you are always welcome, and encouraged, to speak with your keyperson about your child.

If you have any important messages such as children’s absence’s, concerns or if you would like to book your child in for an extra session, then please contact the manager using Pre-school’s email address.

**Yoga Sessions**

In 2019, we started regular yoga sessions which are extremely popular with the children. The children enjoy moving their bodies in different ways to hold positions and balances, often along to music.

Yoga has many benefits to young children including:

* Improving well-being,
* Helping anxiety,
* Mind-body connection,
* Encouraging sense of self and community,
* Building muscles,
* Increasing flexibility,
* Developing balance,
* Developing concentration and focus,
* Encourages a sense of calmness and relaxation,
* Builds confidence and self-esteem,
* Improves mental health and helps to reduce stress,
* Improves sleep,
* Helps to improve the immune system,
* Promotes thinking and memory,
* Encourage a fit and healthy lifestyle,
* Encourages respect for self and others,
* Encourages social interactions.

**Pre-school Lending Library**

 We now have a lending library to help encourage your children to develop a love of reading and encourage them to talk about books, so your children can borrow books to share with you at home. Inside our library box, there will be a selection of different books to choose from and a library card box, containing a card for each child and a pen. Please put the book title and date when your child borrows the book, and then just fill in the return date when you bring the book back to pre-school. It's so simple. The staff may ask you and your child for feedback about whether they have enjoyed the book and we may do this in person or via Class Dojo. We hope you enjoy this new resource. Happy Reading!!

**Other Activities.**

Throughout the year we have other events that you can become involved in –

* Trips and outings,
* Christmas Sing along performance,
* Sports day,
* Parents evenings,
* Social evenings,
* Fundraising events e.g., Easter Egg Hunt etc.
* Yoga sessions,
* Woodland Explorer sessions.

You will receive newsletters either via email to keep you informed about Pre-school events. Our website is also updated regularly with all and fundraising events, so please take a look [www.combepreschool.co.uk](http://www.combepreschool.co.uk).

**Payment of Fees**

 At the beginning of each term, you will receive an invoice from our Administrator, usually via email. Our current session fees can be found on our website and include a daily voluntary contribution of 50p per day will be included in your invoice to help cover the cost of providing a healthy snack. The invoice will contain details of how to pay.

Additional sessions may be booked provided we have a space for your child/children. Please ask or email our managers for more information. Extra sessions will be charged on your next invoice. We accept childcare vouchers for payment of fees. Fees are payable for all booked sessions including when your child is sick or on holiday (regardless of the amount of notice given). We do not charge for bank holidays or professional development days.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your child’s/children’s place being terminated. If you are having difficulty paying fees, please email our Administrator. If you have any queries’ regarding your invoice, then please contact our administrator who will happily answer any questions or resolve any issues.

Late Charge Fee

We operate a late charge fee if parents pick up there child late. Picking up your child late has a significant impact on staff ratios and routines. The charge will be £5 for every 15 minutes you are late, which will be added to your invoice. If you are running late, then please notify the staff by telephone so they are aware.

**GDPR**

From 25th May 2018, the General Data Protection Regulation (GDPR) replaced The Data Protection 1998.This change will stay in place after the UK leaves the EU in 2019. The GDPR gives individuals greater control over their own personal data and changes the way we use your data, ensuring that we always keep it safe and secure. To ensure our compliance, we will endeavour to keep all personal and sensitive information regarding our parents and children safe and secure.

**Pre-school email address.**

 If you would like to contact either the Pre-school Committee or staff, then you can email us at info@combepreschool.onmicrosoft.com We will try and reply as soon as possible.

**Facebook Page**

 You can keep up to date with events at our Pre-school by looking and liking our Facebook page. It can be found at <https://www.facebook.com/combepreschoolandafterschool>.

Thank You for taking the time to read this information. If you have any queries, then please speak to a member of staff.