



EARLY YEARS FOUNDATION STAGE

PARENTAL INFORMATION

Including Information on:

EYFS timings, arrangement for late pick up, missing child procedure, illness, medicines, complaints, expectations of behaviour, healthy eating and safeguarding

St Peter's Preschool: Parental Information

We are pleased to welcome you to our setting. Please feel free to ask any questions as we are here to help you and your child.

- ❖ A responsible adult **MUST** bring the child to the Preschool cloakroom to be handed over to a member of the Preschool staff. The school drop off system is not available for Preschool pupils. Children arriving between 8.00am and 8.30am should be taken to the Early Club in the Cedar Hub and handed over to the staff member on duty.
- ❖ The Preschool opens at 8.30am with lunchtime pick up at 11.30am. After lunch collection is at 12.30pm and the end of the day is 3.30pm. Please ensure that your child is in school by 8.50am. Morning activities start promptly at 9am.
- ❖ Early and Late Club operates from 8.00 – 8.30am and 3.25 – 5.30pm. There is an additional charge for this service.
- ❖ Any child not picked up at the end of the day will be registered in late club and a fee charged.
- ❖ We need to know in writing if somebody other than a child's parents is picking them up. If required a code word system can be facilitated. Please ask for details.
- ❖ Term dates are published in the school calendar, and fees are payable termly.
- ❖ Your child will be allocated a key person when starting the setting. This will happen during your child's initial settling in period, enabling your child to form a bond with a familiar adult. They will also be responsible for keeping a developmental record and writing your child's report. Please note that the key person does not have sole charge of your child throughout the day and at times they will not be the person giving you feedback.
- ❖ Children in their Preschool year should attend for a minimum of five sessions and a maximum of ten sessions in a week. Whilst staff ensure records of achievement are as full and accurate as possible there will be variations in the depth of evidence and knowledge of children attending for minimum sessions.
- ❖ In the case where children attend another setting as well as St Peter's Preschool, parents are reminded that assessment and observation outcomes may differ according to each setting's criteria and expectations. We cannot enter into discussions about other settings assessments.
- ❖ Infections can spread quickly through settings, so we remind parents that children who are unwell should not be in Preschool. If in doubt please consult staff who will advise on exclusion periods. The school will contact you if your child is taken ill during the day to arrange an early pick up.

- ❖ All prescription medicines should be taken to the school office where you will be asked to give written permission and directions on doses.
- ❖ The lunch menu is displayed weekly for your convenience. Please notify the school office of any dietary or religious requirements.
- ❖ Snacks and drinks are provided by our catering team. They are healthy, seasonal and reflect our topics and festivals as appropriate.
- ❖ As a provider of childcare, we have a responsibility to safeguard the children's welfare. The responsibility involves recognising, recording and reporting any sign of incidents which may harm the child's physical or psychological well being. The Designated Safeguarding Lead is Mr Mark Thomas and the Deputy Designated Safeguarding Lead is Mr Nigel Burgham. The Governor responsible for safeguarding is Mrs E Bell. The Safeguarding Policy is available on the school website www.st-peters.org.uk
- ❖ Please note if your child is ill or going to be late please contact the school office, either by phone, email or ParentMail at the earliest opportunity, absences should be reported by 9.00am.
- ❖ Children who attend the Preschool should be appropriately dressed. Although uniform is not compulsory it is recommended and is available to order through Parentmail. Clothing should enable the child to move freely and encourage independence for example when using the toilet and playing at dressing up and roleplay. Jogging bottoms and shoes with velcro fasteners are recommended. As paint, glue and other messy play is encouraged please ensure clothing is not valuable and is washable!
- ❖ In Preschool your child will require a school backpack containing:
 - A pair of Wellingtons
 - At least one change of clothing, which should include underwear, socks and tights
 - A supply of nappies and wipes until your child is toilet trained
 - A blue school lunch apron
 - Sun protection cream in the summer (Initially applied at home of a high factor and long lasting please. Written permission will be sought to reapply this)
 - A coat, scarf, sun/woolly hat, a pair of gloves
- ❖ Everything MUST be named.
- ❖ Toys should be left at home with the exception of a transition toy should your child need one. This must be named.

- ❖ If you feel you have reason to complain about any aspect of your child's welfare in the preschool, please speak to the Preschool Leaders or Headteacher in the first instance so that the matter can be resolved swiftly. If you still remain dissatisfied you can contact Ofsted on 08456404040. The School's Complaint Procedure is available from the School Office or from the website.
- ❖ Although there has not been an occasion to date where a child has been lost, a system is in place should this arise. The procedure is as follows: if a child is noticed to be missing the group would then be gathered together for a headcount. The Head would be informed; a member of staff would then read a story to the other children whilst all available staff would look for the child starting in the area the child was last seen. If the initial search does not find the child a wider School search would be immediately initiated and the parents informed. If the child is not found on site the Police would be immediately informed by the head. The speed at which these steps would be taken would be swift but the search should be carefully undertaken without panic.
- ❖ Adults in the setting provide a positive role model for the children with regard to friendliness, care and courtesy. Undesirable behaviours are tackled immediately and dealt with using strategies that do not involve corporal punishment, shouting or humiliation. Parents are informed of any serious situations.



St Peter's Preschool

Key Person System

During your child's initial settling in period they will be allocated a key person. This will enable your child to develop a bond with a member of the Preschool team who will then be responsible for working with you and your child to support their development. The key person will keep developmental records and write your child's report. However please note that the key person does not have sole responsibility for your child throughout the day and at times will not be the person giving you feedback.

To help the key person get to know your child please complete this sheet:

Name of child

Name they like to be known by

Who is in the household?

What is your child's first language?

Are any other languages spoken? Please specify

Tell us about any important events and celebrations

Do you have any pets at home?

What are your child's favourite toys/stories/songs?

Are there any likes and dislikes we should know about?

How well does your child use the toilet?

Do you use any special words for toileting?

Any special or medical dietary requirements?

Does your child drink milk?

What are your child's favourite foods?

Any allergies or medical conditions we need to know about?

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Any concerns of which we should be aware (please list any outside agencies involved)?

.....

Who is allowed to collect your child? (Please give full names)

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Please provide a code word for collecting your child

.....

Please use the space below to provide any other information that may be relevant or help us to get to know your child more easily.

Name of parent completing this information

Signature Date



St Peter's Preschool

Share a story scheme

Dear Parents

At St Peter's Preschool we recognise that sharing stories with children supports the development of their communication and language skills which underpins all areas of learning and development. We would therefore encourage you to sign up to our 'Share a story scheme'. This enables your child to choose books from our Preschool library to share with you at home.

Each Wednesday a member of the Preschool team will help your child to choose a book to take home. Your home/school book will be used to record which stories are borrowed and returned. Sit with your child in a comfortable place and turn the pages together. Encourage your child to talk about the story by asking them to comment on the pictures, retell the story in their own words or predict what happens next. Read each book as often as you would like within the week and return it by the following Wednesday ready to change it again. All we ask is that you look after the books by keeping food, drink, crayons and pets away from it so that other children can enjoy sharing a story too.

If you would like to take part in our 'Share a story Scheme' please fill in the slip below and return it to Preschool. Remember that your child's home/school book is needed to record the books which are borrowed.

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I would like my child to take part in the 'Share a story Scheme'. School books will be taken care of and returned in good condition.

Signature Date



My First Day at Preschool

Today I

I liked

Things I need

Child's Name

Signed