

Combe Pre-School

Parents Welcome Pack



Tel. (01993) 898813

[www.combepreschool.co.uk](http://www.combepreschool.co.uk)

**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.

**Arrival and pick up times.**

 Pre-school starts at 9.00am, so if you arrive early please can you wait outside the main door so that the staff can set up for the morning. Please do not enter the school room 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, 12.00am, 1.00pm or 2.30pm, 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 as this obstructs the view of the road for parents that are coming or going to Pre-school. 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 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 meet 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 art work and letters etc., are placed to take home.

**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, so we cannot give medicines such as calpol etc. 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 has to 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.

**Lunch Boxes.**

 Lunch boxes should be placed on the shelves in the rear entrance. 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 place items such as yoghurt’s 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.

**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 ‘Scholl 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, or you can phone our Supervisor on 01993 898813 for more information.

**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 we arrange a date and a time with parents to give feedback on their child’s development during that week. This sheets will then be added into your child ‘Learning Journey’ file which we use to track your child’s progress.

**Rising Fives Sessions.**

 Each year we offer a Rising Fives session which is focused on easing the transition of children from Pre-school to primary school. The day varies each year and we confirm this nearer to the time.

 **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 highlighted areas of 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 area's assessed are: Communication and Language, Physical Development and Personal, Social and Emotional Development. This progress check will allow

the staff to identify how they are progressing and if they need any additional support.

**Entry assessment checks.**

 This consists of a short written summary on the 7 areas of learning. The areas of learning assessed are: Personal, Social and Emotional Development, Communication and Language, Literacy, Physical Development, Mathematics, Knowledge of the world and Expressive Arts and Design. This is completed by your child's key person once your child has settled into Pre-school. This assessment will help staff to identify what your child has achieved on entry to Pre-school and plan for their next steps of learning.

**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! Slip, and we'll display it. Please ask a member of staff for a WOW slip to fill in. 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 home with your child if they have done something amazing at Pre-school.

**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. This system has already been used successfully by the Primary school, and Parents with older children at the school can access the messages on the same app. Parents will be invited to download the app to their phone or device.

This system is well liked by the Parents at school, and 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.

**Planning an activity.**

 Your child will now be able to plan an activity, based on their interests, to do at Pre-school with your help. Just Download the planning, drawing and review sheet from the documents page or ask a member of staff for a paper copy to take home. By helping your child plan an activity will help your child, yourself and the staff to become more involved in their interests, how and what they learn, therefore ensuring a more tailored curriculum to suit their individual needs.

**Other Activities.**

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

 ~ Trips and outings,

 ~ Christmas Sing along performance,

 ~ Sports day,

 ~ End of term parties (Christmas and summer),

 ~ Parents evenings,

 ~ Social evenings,

 ~ Fundraising events e.g. Easter Egg Hunt etc.

 ~ Individual photos.

 ~ Yoga sessions.

You will receive newsletters either via email or your child’s peg, 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).

**Birthdays.**

 If your child celebrates their birthday during term times, then you are welcome to bring in some small cakes or a birthday cake to share with the other

children at snack time, if you wish. Please ensure that they do not contain NUTS, as some children may have a nut allergy.

**Payment of Fees**

 At the beginning of each term, you will receive an invoice from our Administrator, usually via email. The invoice will contain details of how to pay. If you have any queries’ regarding your invoice, then please speak our administrator who will happily answer any questions or resolve any issues.

**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.co.uk. 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.