

Starting Pre-School



Spare clothes/nappies

Children will need to bring in a bag of spare clothes in case of 'accidents' or if they become wet or dirty. This bag can be left on their coat peg in the lobby. If your child is still in nappies, please remember to bring in spares, along with wet wipes and nappy

- Thank you



sacks

Wellington boots and coats

We go out every day, whatever the weather. To ensure that this is an enjoyable experience for your child, please provide them with a warm waterproof coat and hat and gloves for when it gets cold. Wellies can be left at Pre-School in the boot bucket outside the back door.



Name labels - We would be grateful if you could put your child's name in their clothing, especially their indoor shoes, coat and wellington boots. We have a lost property box in the

lobby.

Sun Cream and Sun Hats



Please ensure that on warmer days your child is wearing sun cream on arrival and has a suitable hat to wear. We will request permission to reapply sun cream for children staying for the full day, see admission form.



We advise for children's safety that they all have recognised children's sun cream at least factor 30, which should be labelled with their and handed to a member of our staff on arrival.

Birthdays



We celebrate children's birthdays at Pre-School. If you wish to bring in a treat for your child's birthday please check with staff beforehand as some of the children have allergies to certain foods. We also have a no Nuts Policy .Thank you

Toys and comfort items



We would advise that children do not bring toys in from home; any toys brought in from home must be put into your child's tray or handed to their key person for safe keeping during the session time. Children can have access to, or keep hold of their comfort items during the session.

Illnesses - It is important that the pre-school is notified immediately if your child cannot attend due to illness. Please then ensure that they have fully recovered before returning to school. In the case of sickness and diarrhoea please ensure that your child does not return for 48 hours after the symptoms have ceased. This is in line with the Department Of Health regulations and guidance. Any infectious illness must be reported to us immediately.

Photo Albums



Create a "Lots of People Love Me" book. Put together a small child-sized photo album with people/pets/ objects your child loves: mummy, daddy, grandparents, aunts and uncles. Add cousins and friends. Read the book often. Many children are comforted by reading such a book when they miss their parents. Photo albums are personal to your child; we have found the children in preschool like to show their personal albums to their friends, they also cover several areas of learning within the Early Years Foundation Stage (EYFS). These can be left in your child's personalise tray, for them to take out whenever they wish too.

Departure and arrival of children

Arrivals and departures can be busy times and parents must take responsibility for their child and any siblings that may be with them until their child is settled and they leave the building.

**Please don't forget to Sign your child IN and OUT of the setting.
The signing in/out folder is kept in our lobby.**

Dropping off/ collecting

The front door is opened at 09.00 when you and your child will be welcomed into the setting. You are welcome to stay until you feel your child is settled and happy for you to leave. Members of staff will be on hand to support your child, so let one of them know when you are ready to leave. If your child is very anxious, your child's key person will help you develop a separation plan. The school playground gate is locked at 09.15am until 3:10pm. The preschool staff will open the gate at 11:30am/12:30pm and 3:00pm. Please ring the preschool bell, located adjacent to playground gate if you need to gain access outside of these times and a member of staff will come and open it for you.

Please endeavour to collect your child/children on time. It is essential you telephone pre-school to let us know if you are delayed. If we have not heard from you within 15 minutes of the collection time we will endeavour to contact you using the telephone numbers supplied on your Admission Forms. If after thirty minutes we have had no response from any of the telephone numbers we will be obliged by law to contact Social Services who will take responsibility for your child. We only hand children over to a parent or to a person authorised by a parent. We must therefore have written confirmation if parents have arranged for someone else to collect their child. Please see a member of staff regarding this. If the collecting adult is not known to pre-school staff, they will be asked for the child's Security Collection Password. In emergencies (for instance, if the parent is delayed) we will release a child if we have had confirmation by telephone.

Parental Involvement

Parents are most welcome to join us on Tuesday & Thursday's from 2:30pm to join in with our story time activities. Please speak to a member of staff for more information. If you have any questions relating to your child's learning and development please speak to Zoe or your child's Key Person. Any concerns/questions regarding sessions/fees/funding/on-line tapestry or policies please email our administration manager Allie at ympreschool1@gmail.com. Or call her on 01379 788895. If you have a complaint you do not wish to discuss with Zoe or Allie, please contact our Chair Donna Day.

Yaxley & Mellis Pre-School Ladies