



## Sutton-on-the-Hill Preschool Welcome Pack

Welcome to Sutton-on-the-Hill Preschool. Thank you for choosing us to educate and care for your child/children. This welcome pack contains useful information to help you and your child settle in at Preschool. For more information go to our website. Please fill in the attached consent forms (annually) and return to our preschool manager Jan.

### Pre-School who's who

Jan Parker	Acting Manager
Mandy Atton	Deputy
Terri Bassett	Practitioner
Rachel Tranter	Practitioner
Rachel Harding	Relief practitioner

We are a charity and managed by a voluntary management committee who are parents. The committee consists of:

Johann Crisp	Chairperson
Jackie Griffiths	Treasurer
Patricia Malcolm-Tompkins	Secretary
Katy Pykett	Parent member
Maegan Hill	Parent member
Sophie Bentley	Fundraising Coordinator

### Our opening hours are as follows:

Mondays to Fridays: 9 – 12 morning session.

Mondays, Tuesdays and Thursdays: 12 – 3 pm afternoon session.

Website: [www.suttononthehillpreschool.org.uk](http://www.suttononthehillpreschool.org.uk)      Email: [suttonpreschool@hotmail.co.uk](mailto:suttonpreschool@hotmail.co.uk)

Telephone: 07969 368599

We are also in Facebook and Google, please like us and review us online.

## Early Years Foundation Stage (EYFS)

The setting delivers the EYFS daily and is Ofsted inspected. Your child will have the opportunity to engage in an environment that encourages them to learn and grow in confidence. Your child will be assigned a key person who will help to settle you and your child. Your child's key person will be responsible for teaching and monitoring their progress through the EYFS.

### Daily Routine

The daily timetable is flexible and runs as follows:

Time	Activity
9.00am	Children arrive and self register by removing their name from the board. Then choose their own activity.
9.20am	Register time. Children sit as a group and discuss a variety of topics with an adult.
9.30 – 11.00am	Children's free choice of activity including an adult led activity. Weather permitting freeflow indoor/ outdoor activities will take place or forest school.
10.30am	Free flow snack available. Milk or water and a choice of fruit.
11.15am	Physical play (indoor or outdoor weather dependant)
11.45am	Inside for Circle time which may include, singing, story, etc.
12.00pm	End of morning session

Time	Activity
12.00pm	Wash hands for lunch time
12.00-1.00pm	Lunch time
1.00pm	Children's free choice of activity including an adult led activity. Weather permitting freeflow indoor/ outdoor activities will take place or forest school.
2.10pm	Pack away time
2.15pm	Physical play (indoor or outdoor weather dependant)
2.50pm	Reflection time is followed by singing, story, etc.
3.00pm	End of session

**Music Sessions:** Every Tuesday morning we have Music with Tina who is Montessori trained and her sessions are linked with our Topic.

### **Registration (change of circumstances)**

Are all the details we hold on our records correct for you and your family or have any of your circumstances changed? It is important that all telephone numbers/addresses and people eligible to collect your child are kept up to date. Please complete a new registration form if necessary.

### **Child drop off and collections**

On arrival it is vital that you let us know if someone other than yourself will be collecting your child. This is then recorded in our child collection diary which is on the desk daily. In the event that during the session you become unable to collect your child, please phone or text a message to us indicating who will be collecting your child.

Please collect your child/children on time **12.00pm or 3.00pm**. If for any reason you are delayed (i.e. traffic), you must call the main Pre-School number and advise them of your delay. In order for us to cover additional staff costs you will be charged £5 for every 15 minutes after collection time.

### **Communication with parents/carers**

It is widely recognised that when parents are actively involved in their children's learning and development, children can achieve more. We have several ways that we communicate with you. Newsletters with our termly topics, information on future events and meetings will be sent to you via email. They are also available online. [www.suttononthehillpreschool.org.uk](http://www.suttononthehillpreschool.org.uk) All of our Policies and Procedures and Newsletter are available for download from our website.

Text messages will be sent reminding you of meetings or special events or if Preschool is to close due to severe weather warnings. Photographs are also uploaded into our Facebook page illustrating our current topic. Please come along to our Committee/Parent meetings to learn more about Preschool. We also have parent information evening.

### **Your child's progress**

Sutton-on-the-Hill Preschool uses an online application called Tapestry (<https://tapestryjournal.com/>) to record and store observations and assessments relating to the progress of each child. As the parent/carer you will receive login details and create a password to view your child's learning journey. Observations of your child as well as photographs and videos will be recorded and uploaded to Tapestry by your child's key worker. Feel free to approach your child's key worker to talk about any worries or achievements of your child.

### **Library**

The setting offers a Library system for ALL children. Each week your child will be given the opportunity to choose a book from our library box, please ensure that it is returned weekly. For our older children due to go to school we also offer Story sacks which **MUST** be returned weekly to

ensure that other children do not miss out on the experience as these sacks are limited in number. Parent will be asked to pay for or replace and lost or damaged items.

### **Uniform**

The setting has a uniform which is non-compulsory; an order form is included in this pack. The uniform helps children to feel a part of the setting by giving them a sense of belonging.

### **Protection from the sun**

During the hot weather parents are advised to apply sunscreen to your child/children before the session in the morning. Parents are requested to bring a sun hat for their child; although we can provide a few hats we would prefer if your child had their own to avoid the spread of head lice.

### **Bruises, bumps and scrapes**

As we all know children obtain their fair share of injuries in some form or another. When they happen at preschool, if they are notable, we will fill in an accident form and ask whoever is collecting them to sign to say that they are aware of the injury.

When bumps to the head happen no matter how severe we always fill in an accident form.

It is important when you arrive at the start of the daily session that you inform the member of staff on the door if your child has any bruises/grazes or injuries within the last few days so that these can be noted to avoid confusion during the morning.

### **Sickness or illness**

Please note that if your child (children) has had sickness or diarrhoea they must not/cannot attend Pre-school for at least 48 hours after their last episode.

If a child becomes ill during the session, parents will be contacted and the child will be supervised until the parent/carers collect them.

In the event of an outbreak of head lice, a note will be put on the notice board to make parents aware of the situation..

Public Health England and Gov.uk have a list of notifiable diseases and causative substances, some of which are an exclusion to Pre-School.

### **Medicine**

We will only administer medicines if they are prescribed by a doctor, dentist or pharmacist. Medicines must be in original containers with the instructions, and will be stored in the first aid cupboard and/or the fridge where appropriate. Please ask any of the staff for a medicine form and refer to our Medicine Policy if necessary.

## Lunch

All children can stay for lunch that runs from 12.00-1.00pm, at a cost of £4 if they are not in all day already. Please provide your child with a healthy, balanced and nutritious meal in a lunch box/bag. Your child's food will be bagged and kept in the fridge until lunch time. Unfortunately we cannot heat your child's food. Due to allergies please note no NUTS or NUT PRODUCTS are allowed in lunchboxes.

## Safeguarding and Online safety

Sutton-on-the Hill Pre-School is committed to safeguarding and promoting the welfare of children and expects all their staff, volunteers and parents to share this commitment. If you have any safeguarding concerns please approach our designated safeguarding lead (DSL) **Jan Parker**, who has received special training to carry out their responsibility for ensuring child protection issues are responded to properly. In her absence **Amanda Atton** or **Jo Crisp** will take responsibility (also DSL).

As part of our duty of care we recommend the following steps to keep your child safe online:

- Make sure devices like your mobile, tablet or laptop are out of reach, password protected and set with parental controls to the appropriate age. Notice if accessing public WiFi it might not include parental controls.
- Buy or download only apps, games, online TV and films which have age ratings.
- Share your technology rules with grandparents, babysitters and your child's friends' parents so that they know what to do when looking after your child.

For further details please refer to our safeguarding and online safety policies on our website.

Smoking or vaping is not permitted anywhere on the premises.

## Complaints Procedure

We aim to bring all concerns about the running of Pre-School to a satisfactory conclusion for all of the parties involved. To achieve this, we operate the following complaints procedure:

- Any parent/carer who is uneasy about an aspect of the Pre-School's provision shares, his/her worries and anxieties with the OFSTED named manager, currently Jan Parker.
- If this does not have a satisfactory outcome, or if the problem recurs, the parent must put their concerns or complaint in person, or writing, or telephone call to the Chair of the Committee. Our chairperson is Johann Crisp, her contact details can be found on our noticeboard.

For further details please refer to our Complaints Procedures Policy on our website and on our notice board in the setting.

## Forest Schools

Forest school is a way of teaching which brings enjoyment to outdoor learning, children are encouraged to problem solve, take risks, work together and learn through nature's fantastic environment. The session begins with dressing in the appropriate clothing for the weather. Children learn to become independent with their self-care. Children gain an awareness of their own belongings and where to put them. This helps children when they attend school for example swimming/PE/ and drama. It also enables children to learn how to protect themselves from the heat or cold, through the correct clothing.

Therefore it is essential that children come prepared for forest school.

Item of clothing	Warm weather	Cold weather	Reason for provision
Sun hat	✓		Protect from heat & sun
Sunscreen	✓		Protect from sun
Wellies	✓	✓	Mud all year round
Long trousers	✓	✓	Nettles/brambles
Long sleeved top	✓	✓	Nettles/brambles
Warm coat		✓	Protect from Cold
Woolly hat		✓	Protect from Cold
Scarf		✓	Protect from Cold
Gloves		✓	Protect from Cold
Spare trousers & top	✓	✓	Muddy clothing!

We have waterproof trousers and coats for all children to use.

If you want to find out more about the concept of forest schools please visit the website – [www.forest.org.uk](http://www.forest.org.uk). or ask Jan Parker L3 Forest school instructor.

I give permission for (please write Yes/No in space provided):

\_\_\_\_\_ A member of staff to change my child with respect to any toileting issues

\_\_\_\_\_ A member of staff to apply a spray on sunscreen to my child in the event that I have not done this or if my child stays for the whole day.

\_\_\_\_\_ My child to receive necessary emergency medical advice or treatment (including plaster application) in the future, or have an ambulance called immediately should a situation arise that is considered to be of a life threatening nature.

\_\_\_\_\_ My child to take part in Forest School.

\_\_\_\_\_ My child to use tools in Forest School under supervision.

Name of child \_\_\_\_\_

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**SUTTON-ON-THE-HILL PRESCHOOL – UNIFORM ORDER – 2017/18**

*Uniform is recommended, but not compulsory.*

Name of Child: .....

I enclose cash / cheque for £ \_\_\_\_\_ (cheques made payable to Sutton on the Hill Preschool)

	1-2 yrs.	3-4 yrs.	5-6 yrs.
Polo Shirt – Turquoise £8			
Sweatshirt – Navy £9			
Girl’s cardigan – Navy £12			

Signed \_\_\_\_\_

Date \_\_\_\_\_

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**Parent/Carer/Guardian - Provider Agreement**

I have read, understood and agree with the Parent/Carer/Guardian provider agreement.

Name of child at Preschool: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

**Use of Images Permission Slip (annual consent)**

Please refer to our Image policy for further details.

Please indicate below if you give clear and unambiguous consent for your child to be included in Preschool photographs (this also refers to videos). This consent can be withdrawn by parent/carer at any time by informing Sutton-on-the-Hill Preschool in writing

I give permission for my child \_\_\_\_\_ to be included in photographs to be displayed in our digital photo frame at the setting.

I give permission for my child \_\_\_\_\_ to be included in photographs in my child’s online journal (Tapestry).

I give permission for my child \_\_\_\_\_ to be part of a group photograph that might be included in another child’s online journal (Tapestry).

I give permission for my child \_\_\_\_\_ to be included in Preschool photographs for use on the Preschool website.

I give permission for my child \_\_\_\_\_ to be included in Preschool photographs for use in publications such as the prospectus, advertising material displayed inside or outside Preschool setting, press releases, etc. in a digital or hard format (this is not an exhaustive list).

Name of Parent/Guardian: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

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**Updated details**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Work number \_\_\_\_\_

Contact details email \_\_\_\_\_