

# WELCOME

A handbook for new parents \* Making friends for life\*



## Thank You

Thank you for choosing our pre-school. We are pleased that you chose us and we hope that you and your child will enjoy your time with us and make friends for life. Our aim is for your child to learn through play and gain valuable experience. We want them to develop self-esteem and a sense of independence to prepare them for school.

This handbook explains how pre-school works and will answer many of your questions. You are always welcome to speak with a member of staff who are always on hand at drop off and pick up and will be happy to chat.

## OPENING TIMES

### Monday - Friday

Morning	8.40 – 11.40	£8.25
Afternoon	11.40 – 2.40	£8.25
Full Day	8.40 – 2.40	£16.50

#Wednesday sessions are purely reserved for the 3-4 year old children who will be starting school the next academic year.

Children can attend for as little or as much as you like, but we do ask for children to attend a minimum of two sessions a week to allow the children a better opportunity to settle in and get to know the staff and children.

Fee slips are sent out half termly and can be paid by bank transfers or vouchers.

## GET ONLINE

Visit our website at:

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

and join our Facebook group

**Tugboats pre-school**

## How To Contact Us

**Email:**

[tugboatspreschool@gmail.com](mailto:tugboatspreschool@gmail.com)

**01925 497580 or 07786481621**



## What should my child wear?

Please dress your child in old clothes that you don't mind getting dirty as your child will partake in numerous messy play sessions.

If you wish your child to wear the pre-school uniform then this can be purchased directly through our uniform shop (Wovina.- [www.wovina.co.uk](http://www.wovina.co.uk).)

## Who looks after your child?

When your child begins their learning journey with us they will be allocated a keyworker. Your child's keyworker will be the person that works with you and your child to ensure that the pre-school provides what is right for your child's particular needs and interests.

During your child's time with ourselves, the keyworker will undertake observations (written and photographic) to record their progress and to identify any areas they may need help with. Your child's learning journey will be accessible for you to view anytime.

Your child's keyworker will keep in touch with yourselves through our parent share email system. They will keep you up to date with your child's progress and share pictures of your child's day.

## TYPICAL DAY

Once the doors are open, you can bring your child in and help them with their coats, encouraging them to find a peg and place their bags on the higher pegs. If your child stays all day then their lunch bags will need to be placed in the kitchen area.

We have self-registration so the children will find their names and place this on the trays that are situated by the main door.

Please give your little ones a kiss goodbye. Please do not worry if your child is upset when you leave, your keyworker will ring you to let you know they have settled.

Children enjoy free-flow play inside and outside with some adult-led structured activities. During the session they will have their snack and/or lunch if they are on afternoons. The children will help with tidy up times and enjoy stories, song times and circle time.

The gate will open 5 mins before pick up time.

# Meet the Staff

<b>Sarah Myles Manager</b>	<b>Safeguarding Officer Keyworker</b>
<b>Rachael Lowe Senior Practitioner</b>	<b>Health and Safety Officer Keyworker</b>
<b>Tina Davies Early Years Practitioner</b>	<b>Educational Support, (SENDCO) Keyworker</b>
<b>Natalie Smith Early Years Practitioner</b>	<b>Keyworker</b>
<b>Kirsten Berini Early Years Practitioner</b>	<b>Keyworker</b>
<b>Heather Hamilton Pre-school Assistant</b>	<b>Working towards Level 3</b>

All keyworker staff are qualified to NVQ level 3 or above, along with basic food hygiene and first aid qualifications. Staff regularly attend training courses to continue their development and are Disclosure Barring Service checked.



### **What if my child is ill?**

Please telephone the pre-school before 9.00am if your child will not be attending. Children who have had sickness and/or diarrhoea should not attend pre-school for at least 48 hours after the symptoms cease. Any infectious diseases must be reported to the pre-school so that other parent/carers can be informed.

If a child becomes unwell during a session, he/she will be taken to a quiet area in the care of a staff member until the parent/carer can be contacted. If a parent is unavailable then the emergency contacts on the registration form will be contacted.

If a child has allergies, or is on medication the parent/carer should inform a member of staff and a medication form can be completed (only prescribed medication may be administered by staff).

### **Don't forget**

Please don't forget to label your child's uniform, coats and bags.

If someone else is collecting your child please inform a staff member. We do use a password system. If we have never met the person collecting your child we will ask them for the password.

If you need to collect your child early please remember to notify a staff member when dropping your child off.

In the winter months please ensure that your child brings a hat, gloves and a warm coat as we do play outdoors in all weathers.

During the summer months please apply sun cream to your child before they arrive and have a sunhat and dressed in clothing that covers their shoulders.



## **What do parents do in pre-school?**

Statistics show that children do better when their parents take an active interest.

It is important for your child that you play an active part in the pre-school in any way you can.

There are many jobs that need doing and many children enjoy having a new adult to talk and play with. You may be able to share a special skill or interest such as music, dance, arts and crafts or baking with the children.

**If you wish to help out in pre-school please speak with your keyworker or write your name on our parent share rota sheet on the main door.**

## **What about toileting?**

It is not essential that your child is dry when they start pre-school.

If they are in nappies/pull-ups please make sure that you supply nappies, baby wipes and a few changes of clothes in your child's bag.

If your child is currently being toilet trained please don't forget to provide a few changes of clothes in your child's bag which is clearly labelled. Please speak with your child's keyworker regarding your child's toilet training and we will support you.

Toilet trained children are encouraged to independently use the toilet whenever they need to throughout the session. Staff will assist when necessary.

## Commonly asked Questions?



### **I am concerned my child won't settle. What can I do?**

We realise that starting pre-school can be a daunting experience for some children (and their parents). We offer a settling in session to meet your key worker before you start; to come and see what we do during the session and meet some of the children and staff.

All children are different and some may take longer to settle than others. If your child is struggling to settle then you can talk to us with regards to how you would like to manage drop offs. We can work together to identify and solve problems they may have settling in.

### **What if my child has a problem at pre-school?**

Please speak with your keyworker and we will be happy to discuss your concerns with you. Please note that not all staff are on duty everyday but a copy of the staff rota is always on the notice board. Staff are happy to be approached at the beginning or end of a session to discuss any questions or concerns you may have.

### **How can I get involved?**

There are lots of ways you can be involved in pre-school. You can join our committee and be involved in the running and fundraising of the pre-school or you could be a parent/helper during a pre-school session. A parent share rota is located on the main door.

## **Can I use childcare vouchers?**

We accept childcare vouchers and are already registered with a number of different voucher schemes. If you are unsure if we are registered with your voucher scheme please speak with Rachael who will be happy to help.

## **How can I access the 15/30 hour funded hours?**

We will send you the forms you will need to fill in before your child is eligible for the 15 universal funded hours.

For claiming 30 hour funding, working parent(s) need to apply through [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If you need help filling in the forms, please let us know.

## **When can I claim my 15/30 hours**

The universal 15 hours/30hours are paid the term after your child turns 3 years old.

### *Children born between:*

1 September - 31 December

1 January - 31 March

1 April - 31 August

### *When claims begin:*

1 January

1 April

1 September

## **What if I am late to collect my child?**

Please call 01925 497580 as soon as you can if you are going to be late to pick-up. This way we can re-assure your child you are on your way.

## **What do I put in my child's lunch box?**

We do ask for healthy lunchboxes, but understand that children can be fussy eaters. We would prefer you to put in food that you know that your child will eat. We do ask that you refrain from filling your lunchbox with sweet treats, chocolate and fizzy drinks.

**Don't forget to label lunchboxes, provide a drink and cutlery.**



**Tugboats Preschool - 2018**

## Meet the Committee

The pre-school is a registered charity and as such has to be run by a committee or parent volunteers. **Without these volunteers your children would have no pre-school.** The committee and staff work closely together and becoming a committee member is a wonderful way of getting involved.

Quote from a committee member:-

"It is very rewarding to play an active role in your children's education and my past experience of being involved has taught me about the school system, teacher's roles and also a great way to make new friends."

CHAIR PERSON
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TREASURER
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SECRETARY
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**Our committee needs YOU!**

**Pre-school legally must have a full committee to open our doors. Can you spare a small amount of time to help?**

**We meet once every half term at the pre-school. It's very sociable and a great way to meet other parents.**

