



The Old Infant School, Main Street  
Great Longstone, DE45 1TZ  
01629 640 842  
[www.greatlongstonepreschool.org.uk](http://www.greatlongstonepreschool.org.uk)

Dear New Starter

**Welcome!** We are delighted your child is joining our pre school. Here is some information about us and how we work which we hope will help to settle your child in.

### **Our Staff**

Our preschool leader is Cheryl Littlewood and her deputy is Paula Greenhalgh. Amber Slack also works as a qualified assistant alongside Cheryl and Paula.

### **Starting Off**

Sometimes children take a while to settle at pre-school and parents are welcome to stay for as long as it takes for your child to feel happy and secure when left. Some children like to bring a soft toy or blanket which helps to settle them and your child is welcome to do the same but please could we ask that you try to limit it to one item!

It would be great if your child were able to go to the toilet unaided as it takes up precious play and learning time for all children when staff are occupied changing children but please do not worry if your child is still in nappies. We ask that a change of clothing is supplied for your child in case of an accident. It is also a good idea for the children to wear simple clothing which they can handle themselves e.g. trousers with elastic waistbands rather than fiddly buttons etc.

Please come in for a visit/visits to pre-school before your child starts. This is so that you and your child can become familiar with the preschool. It would be really helpful if you could bring the following when you come to visit: (1) A completed **Registration Form**. (2) Your child's **birth certificate or other ID** (we need to see the original and just need to note down the reference number as proof of this). (3) The questionnaire about your **child's preferences** and how much help they need. In addition, if you are eligible for funding, please complete the FE1 form (chat to our treasurer if you'd like any help with this).

Your child will be assigned a 'key person' for the duration of their time here. This key person will help your child to become settled, happy and safe, will be responsible for your child's care, development and learning and will take careful note of your child's progress and share this with you. This person will usually be your main point of contact at pre-school but you are welcome to talk to any member of staff about your child at any time. You should be given the name of your child's key person on their first day – please speak to Cheryl if this is not the case.

### **Sessions and Times**

The pre-school is open from 9am – 12 noon Monday to Friday. Depending on the level of demand, on one or two days per week, we also run a 'lunch club', whereby children can bring along a packed lunch and stay at pre-school until 1pm. Again dependent on demand, we may also run an afternoon session which starts at midday, includes lunch club and runs until 3pm. Please see our website or speak to any staff member for the current day(s).

The maximum number of children at each session is 16 and this limit is due to the size of the building / space available. We always have a minimum of two members of staff but will have at

least one member of staff to four children in the 2y-3y age group and one member of staff to eight children in the over 3y age group.

Please contact the pre-school if your child will not be attending a session because of illness, holidays or otherwise. Upon their return to pre-school, we will ask you to sign for the days of absence; this record-keeping is a matter of best practice but also, for funded children, a requirement for us to be able to claim their funding.

We ask you to be punctual in collecting your child. If for some unforeseen circumstance you know you are going to be late, please contact the pre-school as soon as you are able.

### **Fees (2019/20)**

Our fees are £4 per hour for all children and for all sessions (i.e. including lunch clubs and/or afternoon sessions).

If eligible for funding\*, you can use this to cover any sessions.

You will receive an invoice from the Treasurer at the start of each term for the full term and payment can be made by BACs transfer or cheque (in either one or two installments), or by childcare vouchers.

\* **all** children are eligible for up to 15h funding from the start of the term following their third birthday. Children from working families may be eligible for a further 15h funding (ie 30h in total). Some children from lower income families may be eligible for funding from the age of 2y.

Please check on our website for more information including links to how to apply where applicable.

### **Weather and Clothing**

Attendance does involve participation in a number of potentially messy activities so we strongly advise that children wear washable clothes. Aprons are provided but accidents with paint or glue can occur!

Often we go outside for walks or to play in our garden (we like to get out and about and aren't afraid of a bit of poor weather!) so please could you send your child with appropriate clothing and footwear. In the warmer months, please could you ensure that your child has a hat or cap and that sun lotion has been applied prior to arrival at pre-school. During the winter, we find it helps if your child has a pair of slippers or pumps they could wear inside and it would be great if you could leave these at pre-school.

On a Monday we like to meet up at the preschool garden for our **Muddy Monday** session whatever the weather and try to stay up there for as much of the session as we can. Please do make sure children arrive dressed for the weather.

Should the pre-school have to close due to bad weather, a text message will be sent to let parents know as soon as the decision is made. Please make sure you give your mobile number on the registration form so that we can do this.

### **Health Matters**

We provide a variety of healthy snacks and water or milk for mid-morning break but please let us know of any special dietary requirements. We ask for a small **voluntary** contribution of 25p per session towards these snacks. This amount will be shown on your invoice but you will be given totals with and without the snack money included so that you can choose whether or not to pay.

If your child needs to be given any medication during session times, please inform the pre-school leader and complete permission forms detailing the dosage to be administered. Medicines will not usually be administered unless they have been prescribed for your child by a doctor, dentist, nurse or pharmacist.

If your child has a heavy cold, has been sick during the night, has an upset stomach (diarrhoea) or has any transmittable disease, we ask that you keep him or her at home until they are no longer contagious and until at least 48hours after any episode of sickness / diarrhoea. This is to try to

prevent the spread of illness to others. If your child is unwell during a session you will be called to collect them.

## **Policies**

Please familiarise yourself with our policies and procedures. There are copies of all the policies in pre-school and you are welcome to come in and read them. Or please let us know if you'd like a copy of any policies to be emailed to you.

## **Working as a Team**

Great Longstone Pre-School has been a registered charity for 30 years and we could not run without the help of parents/carers.

We hold a few events throughout the year such as fundraisers, sports day, the nativity play cakes sales and the farm visit where we'd love parents to come along and get involved. And any efforts towards fundraising will always be greatly appreciated!

The pre-school is run by a committee of volunteers who are responsible for everything from employing and paying the staff and ensuring that we comply with the EYFS framework, to leasing and maintaining the building. The committee meets three times per year (in the pub!) and everyone is welcome at these meetings (staff, committee members and parents/carers) so please look out for details of when the next meeting will be held. Should you wish to join the committee, they'd be delighted to welcome you on board and you do not need to take on a specific role or volunteer for lots of work (unless you want to!).

Please remember to look at the noticeboard and our website on a regular basis and do follow us on facebook. Each day, we put up a summary on the noticeboard telling you what the children have done that day and which areas of learning and development were the focus of the activities. We also post regular updates on our facebook page. We will also use the noticeboard to put up other useful information and the minutes from the committee meetings. We would always welcome your input / feedback on how we are doing; please do get in touch.

## **We look forward to a very successful partnership**

### **The Great Longstone Pre-School Team**

#### **Useful Contact Details:**

Great Longstone Pre-School: 01629 640 842 (pre school hours only)  
[email@greatlongstonepreschool.org.uk](mailto:email@greatlongstonepreschool.org.uk)

#### **Committee**

Greg Robinson	(Chairperson)
Amy McGoverne	(Secretary)
Jo Elliott	(Treasurer)
Jenny Dowding	