



Welcome Booklet

**St James' Church Hall,
Westcotes,
Tile Hill,
Coventry,
CV4 9BD.**

024 7669 5544

07855 427314

1. Welcome Note

Dear Parents/Carers

We would like to take this opportunity to welcome both you and your child to Seashell Pre-School. We like to have a close link with families, so please get to know your child's key worker & other staff members by using first names & encourage your child also to learn & use staff names, this helps to make for a friendly atmosphere.

Our aim during the first half term is to settle the children into Pre-School as smoothly as possible, so that they feel comfortable with both the other children and staff members. If for any reason this takes a little longer to settle, try not to become anxious they are all individuals. Individual arrangements can be made during the settling in period if needed. For most children it takes only a very short time, it is often the parent who is more upset than the child. If your child cry's when you leave please be guided by our staff to tell you how long they cried for, they often stop after you leave it is just the separation they need to get comfortable with & to feel secure in the knowledge that you will return for them. It is a big first step towards independence for both parents and children.

Although we like children to be toilet trained as it is better for them, it is now no longer a requirement. We understand that children will have an accident and wet or soil themselves, especially when they are busy playing or concentrating on something new, they may also be a bit shy to ask staff members for the toilet at first. Could you please bring a clearly named bag with spare nappy or pants and change of clothes, we do keep a few spare clothes, which we ask you to wash and return to us. We ask you to show your child where the toilet is and maybe take them to the toilet before you leave until they get used to the setting. Please also tell your child that the staff will help with buttons, but the best help comes from you by dressing your child in clothes they can independently manage themselves, trousers without buttons, no belts, buckles and no dungarees.

Please be prepared for your child to come home with paint or glue on their clothes, the children do wear aprons & we sell sweatshirts, cardigans, and polo shirts for the children to wear, keeping them looking smart it also means their best clothes are not getting messy. Your child will bring home various craft items they have made. If your child does not have a picture or other item it may be that they did not choose to take part in that activity today, or it may not be dry or could be being displayed at Pre-School.

Acceptable behaviour is expected from your child, please ask them to tell a member of staff if another child has hurt, or upset them in any way, a staff member can help sort things out and talk to the child about their unacceptable behaviour. However, squabbles do occur at times, and although we watch children at all times it is impossible to see every action of every child which may only take seconds we are only aware of a small incident if your child tells us. You will need to sign the accident / incident book when required.

1. Please collect your child promptly at 12.00pm or 3.00pm as we are not insured after this time & is upsetting for your child. Also inform a member of staff if anyone other than yourself will be collecting your child. If not we have to refuse your child to leave without first contacting yourself, which is time-consuming for us, inconvenient for you & upsetting for your child.
2. Children are encouraged not to retaliate to an incident in any way or to use any unacceptable language. We ask you to reinforce this at home by discouraging retaliation. We will always inform parents of any incidents by way of an incident report.
3. Children are discouraged from bringing toys in from home as it can cause problems with the other children. However, if your child needs a toy or another item as comfort we ask you to help your child to put the item on the draw or peg, a staff member will get it for your child if they need it.
4. Please do not allow your child to wear any item of Jewellery except pierced ear studs as it can be dangerous. Sweets and chewing gum are not allowed at Pre-School for safety reasons, we would ask you to take them home and give them child on your return.
5. Birthdays some parents like to send a sweet or cake in for the child's birthday to share with the other children. May we ask you to be thoughtful of the age of children some just 2 years not send unsuitable hard sweets, staff will then give these out at home time.
6. Please examine your child's hair regularly. Do not be alarmed if your find head-lice, they are passed very easily amongst children but we ask you to inform a member of staff. We will also discreetly inform you if we think there could be a lice problem, we will then give a letter to all parents informing them of a reported case without naming the child involved.
7. Please check your child's draw daily for any letters or children's work.

2. Staff

Janice Hunt (Manager)

NVQ Level 2 Child Care & Education / Basic Children's First Aid
NVQ Level 3 Children & Young People / Action Planning Ofsted
Staff Appraisals/ Safeguarding Children / Racial Awareness
Early learning goals/ Foundation stage one / basic food hygiene
Writing Training Plans / Planning for each Child

Gill Clifford (Deputy Manager / Key - Worker - Yellow)

NVQ Level 2/3 Childcare & Education
Safeguarding / Foundation stage one / Speech & Language
Child protection / Special Needs/Behaviour management
Outdoor play /creative play / Basic Children's First Aid

Cherelle Gibney (Key - Worker - Blue)

NVQ Level 3 Child Care & Education / Safeguarding

Sheena Jones (Trainee Senco/ Key - Worker – Green)

NVQ Level 3 Safeguarding / First Aid Food Hygiene

Sandra Quinlan (Play Worker)

NVQ level 2 in Play-work / Food Hygiene Safeguarding / Basic First Aid /
Experienced Play-worker / persona dolls /work in Practice Childcare / treasure
basket's / creative play

Jade Woodhead (/Key – Worker - Red)

Student placement- studying NVQ LEVEL 2

**We also employ a weekly cleaner to keep premises clean & safe
We operate with above number of staff for the adult / child ratio**

All staff's training is an ongoing process

3. A Typical Pre-School Session

SESSIONS TIMES: 9.00 AM - 3.00 PM Monday /Tuesday/ Wednesday/Thursday
9.00 AM – 12.00 PM Friday

9.00am -3.00pm

- Arrival time member of staff on duty to supervise the door.
- Parent to sign & write arrival time of child
- Child to try to recognise own name-card & drawer
- The children will learn through supported & unsupported play
- All Early years learning the 7 areas with own key group & key worker & gross motor-play inside and outside.
- The children are offered Table top/ floor activities, Art & craft, book corner, Mark making & Graphic work,
- The children are also offered role play, song & story time, Computer equipment & inside & outside gross motor Blocks, Gardening & other child led / supported activities. Skills & to explore nature & science

10.15am – 10.45am

- The children are assisted to wash their hands with their Key worker before having fruit & a drink of milk/water.
- Sharing in talk time with Key group & key worker.
- The children are encouraged to help tidying away

11.45am

On full days children staying on now wash hands before going to a table in their own area for lunch with key group

11.50am

The children going home now return to the Seashell room before being collected.

12.00pm & 3.00pm

Parent to sign & write the time they are collecting child their child from staff at the seashell room.

4. Fees

Fees for 2017/2018 are:-

- Full day £23.00 9 – 3 (only £12 if funded)
- Morning session £13.00 9am– 12pm
- Afternoon session £12.00 12.30 – 3 pm
- Lunch cover £2.00 12 – 12.30.

Please note that all due fees **MUST** be paid at beginning of each week or your child's first session of each week.

Pay fees direct into HSBC bank sort code **40-09-34** Account **812388121** using child's name as reference. If you have to pay in cash please use the named envelopes provided and place them in the fees box on staff table. Should you experience any difficulty in paying the fees please contact myself Janice, I will then be able to discuss the matter with you in complete confidence.

If your child is leaving us or you wish them to change or drop any days we require two weeks notice, failure to do so will require us to charge you the standard fee per session for that period. These policies help us to run the Pre-School efficiently, and also to keep costs to a minimum.

Should weekly fees fall behind by more than two weeks, and you have not contacted us we will have no other option then to offer the place to the next child on the waiting list. Full fees are due for sickness and holidays.

We also ask for a £5.00 voluntary contribution a term (payable at the beginning of each term) towards the cost of their fruit.

FUNDING FOR TWO YEAR OLDS

Your child may be eligible for free funding for 15 hours per week.

Please speak to your child's key-worker or Gill or Janice (Manager)

FUNDING FOR THREE YEAR OLDS

Your child will be eligible for free funding for 15 hours per week the term after their third birthday.

This can be taken in a mixture of full days 9am – 3pm, or mornings 9am – 12pm or afternoons 12pm – 3pm.

From 2017 working parents who are eligible can apply for extended funding of a further 15 hours per week.

ENTRY PROFILES / 2 YEAR PROGRESS CHECK&CHILD DEVELOPMENT RECORDS

Although staff share information verbally with you about your child as and when needed, you will be invited to meet with your child's key worker during coffee mornings to discuss their progress & discuss your child's next steps the term after they turn two & also in the 3rd -4th year. Staff are also available to speak to you if requested at another arranged time. It is our policy for your child's key-worker to complete child's development profiles during their time with us they will complete this through observations & assessments and meet the seven areas of learning & development set out in the new early years and are listed below: -

Communication & Language

Literacy skills

Mathematics

Arts & design

Understanding the world

Physical development

Personal/Social & emotional skills

Can we remind you to keep us updated when mobile phone numbers change as it is imperative that we be able to contact you in an emergency.

Any complaints should be brought to the attention of the Pre-School Manager Mrs Janice Hunt using the compliment & complaint box or in person/phone (07855 427314).

For all other policies see Seashell Pre-School Policies on our website www.seashellpreschool.co.uk.

If you are still not satisfied with the outcome you can also discuss it with the Ofsted team on :- Tel 0300 123 1231

Useful Numbers

Pre-School contact numbers

Between 8.30 - 12.30 Tel 02476 695544

Janice Hunt (Manager) Mobile 07855427314

Please put these numbers in your phone in case of emergency!