

# Chesil Bank Pre-school



## PARENT PACK

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## Information about Chesil Bank Pre-School [CBPS]

The Pre-school is a registered Charity [Number 1028303] and it operates under a Constitution, which is available on our website – [www.chesilbankpreschool.co.uk](http://www.chesilbankpreschool.co.uk); if you prefer a paper copy of this, please contact the Secretary, or Pre-school Manager, whose details are shown on the Registration Form, along with its other Trustees. Essential policies and procedures are also available on request and on our website; parents are encouraged to read and any comments or queries you may have on either of these key documents can be discussed with the Pre-school Manager or any of the Trustees.

The Pre-school is open from Monday to Thursday during term-time from 9.30am to 12.30pm and from 12.30 to 3.30pm, for children between the ages of two and five years old.

We also have a Toddlers Club on a Friday morning from 10am-12 noon.

CBPS follows the Early Years Foundation Stage (EYF), and details on this are also on our website; discussions on how your child [children] is progressing in this will be shared with you on a regular basis and your comments on this are encouraged.

This and the welfare and well-being of all children in our care is our primary responsibility and we welcome any comments you may have on this on a regular basis.

As well as regularly recording information about children's progress in the EYF Stage, other supplementary information will need to be kept, for example, relevant health, and diet information, parents and/or emergency contact details. The CBPS is registered with the Information Commissioners Office for Data Protection purposes. All staff are aware of the need to maintain confidentiality about matters concerning families and children.

## Fees

Fees for the Pre-school are currently £5 per hour and are therefore £15 per 3hr session (9.30-12.30 or 12.30-3.30), and these are reviewed on a regular basis.

There is also an 'early-start' option, which is an opportunity for half-hour prior to the normal start times, which will be charged at £2.50 per session.

All fees will be invoiced and are to be paid half termly in advance to the CBPS leader/Treasurer, via cheque, e-banking, cash or vouchers. Bank details are as follows:

Chesil Bank Pre-school  
Account Number 40953284  
Sort Code 09-01-53

Fees continue to be payable if a child is absent. In cases of prolonged absence, parents should contact the Treasurer about fee payment. Any reduction in sessions requires two weeks' notice. Each child's attendance at the group is conditional upon continued payment of any necessary fees. In cases of hardship parents are advised to discuss the situation in confidence with the Pre-school Manager or the Chair of the Trustees. Fees are payable for four weeks if a child leaves without notice, outside of the reasons shown on the Dorset Council funding parental agreement forms.

The Toddlers Club is run on a more informal, largely self-help basis, with fees of £2 per session, payable on the day, works on a 'drop-in' basis, and is not supervised, but a qualified practitioner will be on-site for the session.

## Starting at Pre-school

### The first few days

Parents are encouraged to stay with their child during the first session at Pre-school to help them feel secure in a new environment. Some children find it easier than others to be left to enjoy new situations and experiences and Pre-school staff will work with parents to help each child feel confident and secure as quickly as possible. It is not unusual for children to show some 'distress' when a parent leaves during the first few days but this is generally short-lived. We would never allow a child to be distressed for a long period of time. Two 'settling in sessions' are offered to new children joining the Pre-school.

### What to wear

It is best to send your child in clothes that are easily washable. This allows your child to feel relaxed when exploring and experimenting with all kinds of materials including messy ones. We encourage children to be independent and simple clothing will help when they are going to the toilet and taking outdoor clothing on and off.

Suitable outside clothing for the weather e.g. waterproof tops and trousers, Wellington boots, and a sun hat should be included in a bag to hang on the child's peg. We sell Chesil Bank Pre-school polo shirts for £10 and sweatshirts for £12.

### What to bring

We ask that all children have a warm jumper/fleece/coat to put on during outdoor play. During the summer months children will need to bring a hat and sun cream (unless this has been applied at home). We suggest you leave a complete change of clothes at pre-school in case of accidents. Please name all your child's clothing, footwear, bags, sun cream and lunchbox.

### Lunch

We encourage an awareness of healthy eating at pre-school. Please could you provide a lunchbox which contains foods your child likes to eat. We would ask you to avoid sugary drinks, chocolate and crisps.

### Drinks and snacks

Children are provided with a drink of milk or water mid-morning along with a snack. There is normally a choice of fruit and breadsticks to eat.

## Parent Participation

Parents are asked to support the setting in a variety of ways e.g., helping at fund raising events and joining the Management Committee, representing other parents.

Children should be collected promptly at the end of a session.

Children are not allowed to leave the Pre-school, unless accompanied by their parent/guardian or nominated other adult.

If a parent/guardian is unable to collect his/her child/children, they must inform the Manager of the nominated other responsible adult. No child will be allowed to leave the premises with person or persons unknown.

Our preference is that parents set a good example and are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Failure to do so could lead to their children being excluded from the Pre-school.

Persistent disruptive behaviour by a child would result in the incidents being discussed as soon as practically possible with parents and reviewed so an action plan can be developed. In extreme circumstances the child may be excluded from the school.

Parents are encouraged to discuss any issues or problems they may have with any aspects of Pre-school with the staff, and if they cannot be satisfactorily resolved, they can, in line with our complaints procedure, be escalated to the Chair of the Trustees if required.

Parents have access to all written records about their child/children and can ask to see their Learning Journey, and all records are kept secure in a locked cupboard at the Pre-school and they will also be available if children transfer to another Pre-school if required.

Parents have a responsibility to update relevant information, as and when necessary, i.e., contact details, medication needs (and to particularly inform the Pre-school if the child has been given new medication at any point before coming into Pre-school.)

## Participation in sessions at the Pre-School

Please indicate which sessions you would like your child [children] to attend:

First Child's Name:	Early Starts?	<b>Morning Session</b> 9.30-12.30	<b>Afternoon Session</b> 12.30 – 3.30
Monday			
Tuesday			
Wednesday			
Thursday			

Second Child's Name:	Early Starts?	<b>Morning Session</b> 9.30-12.30	<b>Afternoon Session</b> 12.30 – 3.30
Monday			
Tuesday			
Wednesday			
Thursday			

## Consent Form

We complete regular observations of the children to assess our activities and to record the stages of development of each child and to plan their next steps.

I consent to this: Yes/No

Comments:

We sometimes take photos of the children as evidence to assess their learning and also to produce wall displays. This may on occasions also be published on our website, social media and regular Blog on activities at the Pre-school

I consent to this: Yes/No

Comments:

We take the children on a walk in the local area during sessions, usually at least one day a week.

I consent to this: Yes/No

Comments

### In the event of an emergency:

All staff hold current pediatric first aid qualifications. In the event of all contacts/emergency contacts being unavailable, we may need to take your child to the doctor or hospital by ambulance if the injury is severe. At least one member of staff would accompany your child.

I consent to this: Yes/No

Comments

### Child Welfare

The welfare of your child is of primary importance to us, so should we have any reason to be concerned, we will mention this directly to you in most cases. However, we need you to be aware that as a registered Children's Services provider we have a duty of care to pass on any appropriate serious concerns we may have to Social Services.

Name: .....

Signed: .....

Date: .....