

Please detach this sheet and return.

Name/s \_\_\_\_\_

**Days available for your rota day, this must be on a day your child attends. Please circle your choice.**

Monday Tuesday Wednesday Thursday Friday.  
Only circle a day your child attends

I/We would like to volunteer to be part of the task team.

Name/s

\_\_\_\_\_

Times and days available for meetings:

\_\_\_\_\_

To support our planning could you please identify your full name and professions?

Mum

\_\_\_\_\_

Dad \_\_\_\_\_

# Bagshot Pre-school Accredited



## Parent Handbook

2018 - 2019

**Parent Rota Guidelines**



supporting the pre-school. All parents will be asked via letter to support ratios for outings, local visits and sports events.

Your keyperson will work with you and is in a position to support your child's needs and tailor the groups' planning to meet the needs of your child. We use Tapestry the EYFS Online Learning Journal, for parents and staff. The app enables you to view and comment on these special moments, adding your own stories of your child's life outside pre-school. The app enables secure viewing and uploading of observations to the Tapestry web service.

Your contribution to the Learning Journey is crucial. Assessment plays an important role in helping parents, carers and practitioners to recognise children's progress understand their needs and to plan activities and support.

We like to celebrate your child's birthday. He/she will receive a birthday card and the children will sing Happy Birthday. Your child may bring sweets to share at the end of the session if they so wish.

If you are not collecting your child at the end of the session, please ensure you complete the change of arrangement sheet; this is located on the top of the telephone box. In the event of an emergency where you are unable to collect your child you must inform the designated person of the password, given by you when your child started pre-school. Without this we will not let your child leave the premises with anyone other than those named or offering the correct password.

Eddie is the pre-school's teddy mascot and friends to all.

Your child can take them on holiday, days out or home for the weekend. He/she can record their adventures or take photographs of them joining in the activities. He/she will then have the opportunity to share the experiences with the pre-school.

**You will be notified via the notice board or newsletter of any meetings, workshops or training. You will receive a prospectus via email, which includes the website. You can access our policies on.**

[www.bagshotpreschool.com](http://www.bagshotpreschool.com) if you have no access to the internet a hard copy is on display at the entrance.

*Children should bring suitable clothing for outdoor play as they will be able to access the outside play on a daily basis.*

We ask you to **name** your child's sweatshirts, coats, and wellingtons, this prevents children becoming distressed when confusion arises. Indoor shoes must be worn.

You will be advised to keep your child at home if they have any infection and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents, Please do not bring your child into pre-school if he/she has had diarrhoea or been vomiting until at least 48 hours has elapsed since the last attack. (See Health & Safety Policy)

Susan Michel can be contacted via email, just send an email request to: [susanmichel@btinternet.com](mailto:susanmichel@btinternet.com)

All newsletters and correspondence will be displayed on the notice board inside the entrance. Please take a few seconds to look at this each time you enter

#### **AUTUMN TERM 2018**

Monday	3 September	-	Friday 14 December
October	22 - 26	October	HALF TERM

#### **SPRING TERM 2019**

Monday	7 January	-	Friday 5 April
February	18 - 22		HALF TERM

#### **SUMMER TERM 2019**

Monday	23 April	-	Friday 19 July
May	28	May - 1 June	HALF TERM
Closed Bank Holiday	Monday		6th May

Should you need to contact the pre-school?

07840 178030 Mobile (PRE-SCHOOL HOURS ONLY)

01276 475395 Telephone/answer machine (Susan Michel)

07470 170560 Managers mobile telephone (not available during pre-school hours).

**Please call this number 07840 178030 if your child is not attending their session due to illness etc.**