



## Parent Handbook

2021

**Welcome to our Pre-school.**

We are aware that starting pre-school can be daunting for both children and parents alike. We have put together a few hints that should help make your transition into pre-school an easy one.

*The most important thing is that you and your child are happy and that your child enjoys their time at Bagshot Pre-school.*

Opening times at present are: -  
Monday to Friday 0900 -1500  
Morning session 0900 -1300

Manager/DSL/Fire warden	Susan Michel
Supervisor/SENCO	Sue Hewitt
Deputy Sup/D SENCO	Sarah Clifford
Practitioner /Dep Fire warden	Michelle Best
Practitioner	Rutuja Deval
Bank Staff	Louise Spurdle

We operate an open-door policy; you are always welcome to spend as much time in the pre-school as you and your child needs. In addition, mum, dad or carer has the opportunity every half term to contribute to the parent's rota. We believe that this involvement is a vital part of your child's early years.

Please note the parent rota will be on hold during any pandemic.

You are required to provide a daily snack for your child. This must be in a named container and placed in the box provided on arrival.

To encourage healthy eating, we would consider the following as suitable for snack time, fruit, currents, crackers, rice cakes, breadsticks, cheese, yogurt

coated fruit pieces, fruit string, carrots, cucumber or similar.

Parents are requested not to provide, crisps, biscuits or chocolate for the purpose of snacks

All lunch boxes must be visibly named for easy identification and have a cool pack inside.

You will receive an invoice for fees, (currently £5.50 per hour) please read the invoice to ensure payment is paid accordingly. If you pay each half term, it is your responsibility to meet the required dates. (See fees policy). For bank transfers please request details from Mrs Michel or see your fee invoice.

Your Keyperson is:

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You are welcome to be part of the task team which involves monitoring, evaluating, updating policies and generally 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)

### **SPRING TERM 2021**

Monday 4 January - Friday 1 April  
February 15 - 19 HALF TERM

### **SUMMER TERM 2020**

Monday 19 April - Friday 19 July  
May 31 May - 4 June HALF TERM

### **AUTUMN TERM 2021**

Monday 6 September - Friday 17  
December  
October 22 - 26 October HALF TERM

Should you need to contact the pre-school?

Bagshot Pre-school

07840 178030 Mobile (PRE-SCHOOL HOURS ONLY)

01276 475395 Telephone/answer machine

07470 170560 Managers mobile telephone

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

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

**Parent Rota Guidelines. Parent Rota on hold during Covid 19**

Please do not take children to the toilet, should a child request to use the toilet please inform a member of staff.

We request parents do not open the outside door; this is to ensure that our safety procedures will always be adhered too.

During your time in the pre-school, we would like you to participate in all activities that are taking place. You are not expected to wash items in the kitchen; should you feel more comfortable doing this, please ensure you do not dry cups etc with the tea towels all items must be left to drip dry.

*If you are helping on a refreshment table, please ensure you refer to the dietary requirements of all children.*

Do not approach any bodily fluid spills without surgical gloves.

Should you witness any inappropriate behaviour please report to a member of staff.

When visiting the pre-school all mobile devices must be placed in the brown leather unit located in the kitchen after you sign in.

Should you have any skills that you would like to share with the pre-school, please inform a member of staff and we will do our best to incorporate it into our planning.

If you hear a whistle then this is either an emergency or a fire drill. You should ensure you are familiar with the pre-schools, procedure. They are displayed on the right-hand notice board as you enter the building. Leave the building and do not stop to collect personal belongings. Please do not go home or re-enter the building until everyone has been accounted for and the supervisor issues further instructions as to the safety of returning to the building in the event of a real emergency.

Remember to sign in the visitor's book, located on the top of the telephone box. All personal belongings should be placed in the locked cupboard in the kitchen.

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