

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

2022 - 2023

Parent Guidelines

If you are visiting, 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 to.

During your time in the pre-school we are encouraged to participate in all activities that are taking place.

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 basket located in the kitchen/office 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 as instructed by the supervisor 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 shelf on entry to the main room.

All personal belongings should be placed in the locked cupboard in the kitchen.

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 -15.00

Manager	Susan Michel
Supervisor /SENCO	Sue Hewitt
Deputy & D SENCO	Sarah Clifford
Practitioner	Michelle Best
Practitioner	Rutuja Deval
Practitioner	Claire Nicholls

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. We believe that this involvement is a vital part of your child's early years.

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, bread sticks, cheese, yoghurt 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 £6.50 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)

Account number for Bank transfers will be on your invoice.

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

Should you need to contact the pre-school to allow entry once the gate is locked please call 07840 178030, if engaged please try 07470 170560.

Your keyperson is: _____

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. This is supported by the changes in within the EYFS.

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 can access our prospectus our policies on our website www.bagshotpreschool.com if you have no access to the internet hard copies are on display in the entrance of pre-school.

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

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 2022

Monday	5 September	-	Friday 16 December
October	24 – 28	October	HALF TERM

SPRING TERM 2023

Monday	9 January	-	Friday 31 March
February	13 - 17		HALF TERM

SUMMER TERM 20232

Monday	17 April	-	Friday 21 July
May	29 May – 2 June		HALF TERM

Should you need to contact the pre-school?

Bagshot Pre-school
07840 178030 Mobile (9-3pm PRE-SCHOOL HOURS ONLY)

01276 475395 Telephone/answer machine (Susan Michel)
07470 170560 Managers mobile telephone