



Additional information for Parents/Carers

Our session times are:

morning session = 9.00 – 12.00 afternoon session = 12.15 – 3.15

Attendance

Children are expected to attend all pre-school sessions where possible. If your child is ill, we would ask you to please ring the school office (01803 882575) as soon as possible on the morning of absence. As nursery funding is dependent upon regular attendance, sessions may be removed if a child is absent continually without good reason.

Punctuality

Please ensure that you collect your child at the correct time as they can become distressed if they are not collected promptly. If you have been unexpectedly delayed, please call the school office so we can explain the delay to your child.

Lunches

If your child will be attending pre-school all day and you wish them to have a school lunch, you will need to register online via the school meals website. There is a separate information leaflet in your pack which provides you with more information. Alternatively, please provide your child with a healthy packed lunch. At lunchtimes, children will be taken to the school hall by a member of the school staff.

Weather

In sunny weather, please send your child in with a named sunhat as it can get very hot in our outside area. We do have a box of spare hats should they occasionally forget to bring one in. If it is hot and sunny, please could ensure that sunscreen has been applied at home before coming to pre-school. We can top up your child's sunscreen in the afternoon if they stay all day. If it is cold, please make sure your child has a warm, waterproof coat every session, along with any hats, gloves or wellies that they might need.

Safeguarding

For safeguarding purposes, we can only let your child be collected by someone we have not met before if you provide us with a password. The password can be any word which the person picking up will have to say to us before we allow them to take your child from pre-school.

Snack time

Children are offered a healthy snack of fruit during morning and afternoon break-time. They can choose whether they would like a snack and need to sit down to eat it.

Drinks

Please send your child in with a named drinks bottle. The bottle can contain either water or weakened squash. The bottles are kept in a box near the carpet area for children to access when they choose to. We can top up empty water bottles with water throughout the day.

Health

*** Please be aware that if your child has had sickness or diarrhoea, they must not come to school for at least 48 hours after the last incident. We thank you for your cooperation with this.**

* Head lice can spread quickly and sometimes be present in pre-school. We advise you to comb your child's hair regularly with a head lice comb. If you are unsure of what to look for please talk to a member of staff (we check our hair too!). Head lice are attracted to clean hair so please do not worry too much if

your child has them at some time. However, they can make a child very uncomfortable if left untreated – the saying 'lousy' relates to how lice can make you feel! If your child has long hair we suggest you keep it tied back to prevent possible infection.

Toileting

Please also be aware that, should your child have a toileting accident at school, we will help them to clean themselves and to change clothes if necessary. We try to let you know if your child has had an accident at the end of the session, although sometimes it may be busy and we may not get a chance. Please ensure that your child comes to school with a clean change of clothes, and if they are prone to accidents, baby wipes, nappy bags and spare pull ups. In order to make the changing process easier for children and staff, if your child wears nappies we would strongly advise that they wear pull-ups to pre-school.

Home-school communication

* We like to work closely with parents and carers. Please come and approach a member of staff with any questions you may have. We use an online learning journal system called Tapestry. Through Tapestry, we are able to upload photos of your child and they are sent to you along with observations of what your child was doing or what they said.

* We provide 'WOW' slips that can be used by parents and carers to record any 'wow' moments you experience with your child at home or outside of pre-school. These wow moments may, for example, be a time that you feel your child was particularly brave, kind or helpful. They can also record important milestones like sleeping through the night with pants on. Photographs can also be brought in to accompany these wow moments. 'Wow' moments can also be added by parents and carers through Tapestry and these can be shared with the class at pre-school.

Expectations of behaviour

A vital part of our time with the children in pre-school is spent modelling correct behaviour and we make our expectations clear to all children. It is also extremely important that we treat all children fairly and consistently.

Our 'golden rules' include:

- * Use kind hands and kind words
- * Always walk inside
- * Use listening ears, eyes and bodies
- * Tidy up as a team
- * We share with everyone

Children are encouraged to follow these 'golden rules' and sometimes need encouragement. If a child has hurt another child they will be asked to apologise and spend a few minutes with an adult talking about their behaviour 'choice'. Any particular behavioural issues will be discussed with you when you collect your child at the end of the session.

On the rare occasion of a child biting another child or adult, we always contact the parent of the child who has bitten and ask that they are collected from pre-school. They may then return for their next scheduled session.

If for any reason you would like to talk to a member of staff about any queries or concerns that cannot be dealt with at pick-up or drop-off time, please feel free to make an appointment. The most convenient time for us would be after school.

We hope your child enjoys their time with us in the Ducklings Pre-School. Our aim is to ensure their happiness and safety while learning through carefully planned child-initiated opportunities. We hope we can work closely with you in order to provide a positive, inspirational and 'can do' approach to learning, whilst allowing the children to have fun and make friends!

The Ducklings Team