



Parent Brochure

Short Version

Staff

Andrea Jolly – Supervisor

Bridget Stevenson – Supervisor and Deputy Supervisor

Penny Kinsley – Early Years Practitioner

Louise Mawditt – Early Years Practitioner and Administrator

Rachel Kehoe – Relief Early Years Practitioner

Eleanor South – Relief Early Years Practitioner

Aims and objectives

First Steps Pre-school has a clear Christian identity and operates on principles of love, forgiveness, respect and acceptance. We promote the need for responsible behaviour and aim to encourage the enjoyment of the facilities. The purpose is to provide an inclusive, safe caring and happy environment where children can learn, play and develop through a range of planned and free play activities.

We recognise that children have different needs and will develop at different rates. We will encourage each child to reach their potential, and welcome parents or carers to be a part of this.

The first days

We want your child to feel happy and safe at preschool. We recognise that some children will settle quicker than others however hope that through working together with you we can reduce your worry and enable your child to feel confident.

Before your child starts, we encourage you to bring your child to visit to give them the opportunity to see the environment and meet the staff. We will also provide a document for you and your child to complete to enable us to learn more about your child including family and interests.

We recognise that some children like the reassurance of a comforter, please notify staff to the particular item your child has bought, but also be aware that sometimes things go missing, so precious items should stay at home.

Keyperson system

During their time at First – Steps Preschool, your child will have a keyperson who will have responsibility for your child’s wellbeing and will be your first point of contact with any information relating to your child or family. They will observe and assess your child to keep a record of their progress sharing this with you once a term at your Next Steps meeting and with your permission will be passed onto future settings such as school.

What will my child be learning

The Early Years Foundation Stage Framework is the curriculum for children aged 0 – 5.

Your child will be learning skills and demonstrating their understanding through the following 7 areas of learning and development.

The **3 prime areas** are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These are most essential for your child’s healthy development and future learning.

The **4 specific areas** which help your child develop more specific skills are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

Your child’s keyworker will keep a careful record of your child’s progress. You will get to learn about your child’s progress at their termly Next Steps meeting.

Key information

Accident/incident book

If your child has an accident or is involved in an incident whilst at preschool we will make a note of it and ask you to sign and retain a copy of the information. The books are reviewed at least half termly to identify any potential risks.

If your child has an accident at home, it is important that you provide the details to us on bringing your child to preschool.

Uniform and clothes

- We have a uniform bearing the First Steps Pre-school logo and whilst it is not compulsory, it encourages a sense of belonging; please let us know if you would like to buy one.
- Weather permitting we like to take the children outside, please ensure your child has the correct clothing for the season, i.e sun hat for summer, warm clothes/wellies for winter.
- Sometimes children are prone to “little accidents”, therefore please send a spare change of clothes in a bag to be kept on their peg.
- We would encourage you to bring your child to First Steps Pre-school in clothing that is easy for them to manage and comfortable, that you do not mind getting messy.

Fees

Our current session fees for funded children doing extra sessions and non-funded children are on the notice board. We invoice according to County Council guidelines. We will inform you of any changes to our prices. Please see Payment of Fees Policy.

Nappies

If your child wears nappies or pull ups, a member of preschool staff will change your child's nappy or pull up at an agreed time.

Illness

Parents are asked to keep their children 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 and make careful observations of any child who seems unwell.

If your child has been sick or had diarrhea in the last 48 hours, please do not send them to preschool.

Please keep us updated with all medical conditions including allergies.

We have a medicines book for prescribed medicines to be given to your child at preschool if needed.

(Please see (full parent brochure page 13) for full information regarding illness)

Behaviour and discipline

At First Steps Pre-school we believe the best way to encourage good behaviour is to positively promote it. We aim to reinforce good social habits and help children manage their frustrations and emotions through kindness and example.

Food and Drink:

Snack time

Snack time is an important social time in which the children and adults prepare healthy and nutritious food together. Please do tell us about your child's dietary needs and we will make sure these are met.

Packed lunches

If your child stays for the full day, you should ensure that a healthy lunch is provided for your child. Please avoid sweets and fizzy drinks. Please provide ice packs to keep the food fresh. Any food that needs to be refrigerated needs to be clearly labeled.

Drinking water is available to the children throughout the day

What can you do

We encourage a regular sharing of information between pre-school and home through your child's Journal. This is a great opportunity for your child to tell us about the important things that have occurred outside of preschool during the week. Please remember to check your child's drawer regularly.

We have multiple parents' boards at pre-school giving you information about the activities planned for all at pre-school and short to long term goals along with other information about the curriculum we use. We have a separate board with fee information and general lifestyle information including health, diet, CAP money course and family issues which may be of help.

Please keep us updated with all changes to contact details.

Please also keep us updated with any changes at home that may impact on your child and their behaviour.

We would love you to come and visit us to share knowledge and skills or volunteer to be part of our sessions. If you are able to there are signup sheets on the parent's board.

Please remember that photos or video taken at events MUST NOT be placed on any social networking sites where other children feature in the photo/video.

If you would like any extra sessions, or no longer want a session, please let us know.

Please let us know if someone different will be collecting your child.

Daily Routine

9.00am-9.30am Children and Parents welcomed into the pre-school/ Free play/ Together time

9.30am-10.15am Small group time/ Outdoor activities/ Free play

10.15am-11.00am Toilet and wash hands/ Snack time
(Children are encouraged to help prepare food for snack time and prepare tables)

11.00am-11.45am Planned activities for all children / craft / cooking etc

11.45am-12.00pm Together time/ Story, sharing time, quiet music time.

Home time for some

12.00pm-12.30pm Free play

12.30pm-1.00pm Toilet and wash hands/ lunch time

1.00pm-2.00pm Planned activities/ Rest time for children that need to

2.00pm-2.30pm Snack time/ Outdoor and Indoor Activities/ Free play

2.30pm-2.45pm Children are encouraged to help tidy up

2.45pm-3.00m Together time/ Story time

Home time

Further Information

Policies

Please look at our website <http://www.firststepsashill.co.uk/> for full policies which may be referred to in your child's Registration Form or are of key interest to parents/carers these include:

Parental Involvement Policy

Payment and Non – Payment of Fees

Complaints procedure

Behaviour Management Policy

Use of mobile phones, Dictaphone and digital photography policy

Lost child policy

Non collection of children policy

Administration of medicines policy

Equalities, diversity and inclusion leaflet

Safeguarding leaflet

British Values Policy (Prevent Strategy)

Please also use our website to view information relating to our handling of data in line with GDPR legislation. Our privacy notice is also available via the website.

Contact

Pre-school telephone number – 01760 447444

Mobile – 07729 333004

Email address – firststeps@folchurch.co.uk

Ofsted Registration number – EY544373

Charitable incorporated organization no. 1153552