

Welcome to Pre-School



Welcome to Handsworth Pre-School!

In this pack you will find:

- A letter from the Pre-School Leader
- Information about the staff at Pre-School
- A story about starting Pre-School
- Information about a typical session at Pre-School
- Information about what to expect in your first few days

There is a virtual tour of the setting on our website. You can find it here: [Handsworth Pre-School \(handsworthpreschool.co.uk\)](http://handsworthpreschool.co.uk). Our open Facebook page [\(8\) Handsworth Pre-School Page | Facebook](#) and Instagram site: **handsworthp.s_hp** will also give you an idea about what we do at the setting.

We hope you find this helpful in preparing for your child to start at Pre-School



June 2022

Dear Parent/Carer

I am delighted to welcome you to Pre-School. We very much look forward to meeting you and your child in the new academic year.

We have put together this Welcome Pack to help you and your child understand a little bit more about the Pre-School. There are some photographs of the Pre-School, the staff team and a story about starting in the setting. Sharing these resources with your child, and talking to them about what they might expect and how they might feel, will help them prepare for their first day. To help you, we have included some information about our usual session and what to expect on your first day.

This Welcome Pack is the first of two. We will send a Registration Pack early July, which will include amongst other things, a link to the registration form, funding forms and a settling in form.

Please also look at our website – www.handsworthpreschool.co.uk – if you have not already done so. The website includes a virtual tour of the setting, which will give you (and your child) an idea of what the setting looks like. You can also look at some pictures on our open Facebook page: [\(8\) Handsworth Pre-School Page | Facebook](#) and our Instagram page: [handsworthp.s_hp](#). Both these sites will give you an idea about the things we do.

With best wishes,

Janet Cushing
Pre-School Leader

What To Expect on Your First Few Days

Before You Start

You will have received:

- This Welcome Pack
- The Registration Pack
- A letter giving you the September stay and play date for you and your child

You are also welcome to explore our website www.handsworthPreSchool.co.uk; our open Facebook page: [\(8\) Handsworth Pre-School Page | Facebook](#) and our Instagram - [handsworthp.s_hp](#) - before your child starts.

You will receive the Registration Pack early July. **Registration and Parental Declaration forms (where applicable) must be completed and returned to Ruth Mattison via email before your child starts.**

Please talk to your child about starting Pre-School, using some of the resources in this pack; the pictures and information on our website; and if you wish, some of the activities from our Virtual Pre-School Bulletins, published on our website.

Stay and Play: September 2022

There are two stay and play dates at the beginning of term, Friday 2nd September and Monday 5th September. You and your child will be invited to attend one session.

During the stay and play you will be introduced to your child's Key Person. They will go through your child's registration and settling-in forms with you.

Please bring with you:

- Your child's settling-in form. This provides staff with helpful information about how to support your child, particularly if they are worried or upset.
- Any other forms you have not yet returned (or need help to complete)
- Two forms of identification, as required by the Local Authority as part of our registration process and to secure funding (your child's passport or birth certificate and a utility bill with proof of address).
- Your child's change bag (see below)
- If appropriate, any prescription medicines you need us to hold at Pre-School (see below)

Children Starting Mid-Term or Mid-Year

If your child starts on any other date, we will confirm settling-in arrangements with you. These will be subject to the guidance in place at the time and may or may not include a stay and play/face-to-face meetings.

Your Child's First Day

After the September stay and play, your child will start with their usual pattern of attendance from the week commencing 7th September. If they attend five sessions a week, their first day will be **Wednesday 7th September**. If they attend three sessions a week, their first day will be their 'usual first day' each week – so for example, if they attend Monday, Thursday and Friday, their first day will be **Thursday 8^h September** etc.

The Pre-School session starts at 9.00am. Your child may attend the full session 9.00-12.00.

Parents are asked to 'drop and go', leaving your child with staff members at the Pre-School door. We know this can be difficult and give rise to strong emotions in both children and parents. Staff are very experienced in supporting children (and families!) through this transition. All children settle, and generally settle well. Some do take longer than others and we will support you and your child the best we can. You can help, too, by using the info in this Welcome Pack to talk to your child about the Pre-School and what we do.

If your child's Key Person thinks your child would benefit from a slower-paced settling in period, they will talk to you about the best next steps. If you have any concerns about your child's settling in, please talk to your Key Person.

What to Bring to Pre-School

A change bag: please bring a bag with a change of clothes, nappies, wipes (if appropriate) etc. **Change bags should be clearly labelled.** Change bags are left at Pre-School unless/until they need topping up

Please bring any **prescribed medicines** that may need to be held at the setting. Medicines must be in their original bottle/box with a prescription/dispensing label with your child's name, attached. **We can only administer prescribed medicines if we have prior, written approval.**

We play outdoors most days, so please dress your child appropriately for the weather. Clothing should be clearly named. We also offer a range of messy activities most days. Please do not send your child into Pre-School wearing expensive or precious outfits.

What *Not* to Bring

You do not need to bring any drinks/snacks as we provide them at Pre-School. Please use the registration form to tell us if your child has special dietary needs or allergies etc.

We know some children are helped to settle by bringing in toys from home. If it is important to them, they can bring in a small toy that they can hold in their hand. Over time, children will be encouraged to leave these toys in their book bags or change bags. We do our best to prevent home toys from being **lost or broken, but we cannot guarantee that this won't happen.**

And Then What Happens?

Facebook Group: we run a closed Facebook Group for parents. Instructions, group rules and a link are included in your Registration pack. We will admit you to the Group once your child is registered and starts at Pre-School.

Tapestry: we offer online learning journals through Tapestry. Again, further information is included in your Registration pack.

Book bags: your child will be given a book bag on their first day. We use these to send home craft or artwork, messages etc. Book bags are held at the setting. We will send home your child's book bag on the last day they attend each week. Please bring in your child's book bag on the first day they attend each week.

Home Reading Scheme: Your child's Key Person will invite them to choose a book to take home each week. Books are changed weekly. We can only change books if your child's book bag is in the setting and the book is inside. More information on the home reading scheme is on our website.

How do we enter/leave the building?

A member of staff will welcome you at the main door of the Baptist Church Halls at 9am every morning. You then walk through towards Cowling Hall, where another member of staff will be there to greet you. The beginning of the day is very busy so please make sure your child stays with you until they reach the hall entrance where another member of staff will greet them.

If you are running late and you arrive to find the main door closed you will need to press the intercom buzzer on the left and we'll let you in.

Please **leave** by the iron gates to the right of the hall. Staff will direct you.

What happens at snack time?

We provide a snack for all of the children. On a typical day this may include breadsticks, rice cakes or crackers with some fruit and a choice of milk and water. A staff member prepares and supervises snacks.

What about nappy changing/toilet training?

If your child is in nappies, please provide spare nappies, wipes and bags in your change bag. In general, it will be your child's key person who will change their nappy. When you potty train your child, we will do our best to support you in your approach to toileting. Please speak to your key person about what you are doing and how.

We continue to support all children towards independence in toileting. Children are encouraged to manage their own clothing, to wipe themselves clean, to flush and to wash their hands. Staff will not wipe a child's bottom once they are toilet trained.

How do I collect my child?

A member of staff will open the main door to the Baptist Church Halls at 12.00. Please wait by the Pre-School Hall and a member of staff will call your child. Your child will have their coat etc with them.

If you need to collect your child early, please let us know. Use the buzzer to call through to the hall and wait outside. We will bring your child to the Pre-School hall door.

Only you and the people named on your registration form can collect your child. We may ask you to wait whilst we check the registration form.

If you would like a friend or a visitor to collect your child – someone not named on the form – please let us know in advance. We will ask you to complete the 'Collection Log' and/or agree a shared password.

If you have a family emergency and are unable to get to Pre-School to collect your child please call us. We may be able to offer passwords etc to identify who will be collecting your child in these circumstances.

What if my child is poorly or absent?

Only bring your child to Pre-school if they are well enough to attend. Staff may refuse entry to your child if they are ill or infectious.

If your child becomes poorly at Pre-school, staff will telephone parents in the order they are listed on the Registration Form. If you cannot be reached, staff will telephone the emergency contacts listed on the Registration Form.

If your child is absent from Pre-school, please telephone or text the setting – 07860 655066 – and let us know why your child is at home. If we do not know why your child is absent, we will text you to find out.

How do I contact the Pre-School?

During session hours you can call the setting on 07860 655066. Outside session hours you can leave a message on this number.

If you need to speak to someone outside session hours, you can call 07932 154133 or you can email info@handsworthpreschool.co.uk.

What We Do: A Typical Session

This is what we do at Pre-School for a typical session. The timings are not precise! Sometimes, we will change things around a bit, to meet the children's needs and interests. Sometimes, we have special days when we do things differently. If we run a special day when times/arrangements may be a bit different, we will let you know in advance.

A Typical Session	
9.00am	Arrival
9.15am	Morning welcome for the children
9.25am (approx)	Free play indoors and out. The garden door is open most days and in most weathers – be prepared!
10.00am (approx)	Snack table open. At present children are served a selection of fruit and a carb-based snack and offered a choice of milk or water to drink. Please identify dietary needs/allergies etc on your registration form.
11.00am	Tidy up time – children are encouraged to help tidy up and then to play outside.
11.30	Songs and story time
12.00	Home time

Our Curriculum

We follow the Early Years Foundation Stage Curriculum (EYFS). Staff plan the curriculum based on the children's interests and needs. Usually, we circulate a newsletter each half term, which will update you on our curriculum plans. Where we can, we like to share learning and activities between home and preschool and may ask you to contribute in some way.

Your Key Person

All staff work with the children but to help your child settle in; to plan for, support and deliver learning opportunities for your child; and to provide you with a point of contact, each child is allocated a Key Person. You will find out about your child's Key Person when your child starts.

Who to Talk to in the Setting

Your child's Key Person is your first point of contact. You can also speak to Janet Cushing, the Pre-School Leader, if you have any questions or concerns. Janet is also the setting SENCO (Special Educational Needs Co-ordinator) and has a safeguarding role. Louise Paul is the Deputy Leader, who also has a safeguarding role.

If you have questions about administration – forms, funding, fees etc - please speak to Ruth Mattison on 07932 154133. Ruth is also our point of contact for general enquiries outside session hours. You can also speak to the Chair of our Parent Committee.

The Parent Committee

The Committee oversee the running of the Pre-School and co-ordinate our fundraising activities. We very much encourage you to get involved. There are regular Committee meetings which are advertised in advance.