

## Information for parents

We would like to welcome you and your child to Cranmer Preschool, we look forward to working in partnership with you to make you and your child's time with us a happy and successful one.

*Cranmer preschool recognises and values parents and caregivers as the first and most important educators of their children. All our practitioners see themselves as partners with parents and caregivers in providing care and educators for the children.*

All parents and caregivers are regarded as members of Cranmer Preschool, more information is available in 10.5 Parental Involvement Policy and 10.13 Childcare Terms and Conditions. There are many ways you can take part in making our preschool a welcoming and stimulating place for children and their families. We encourage your communication and participation, below are some of the ways you can be involved.

- Exchanging knowledge about their children's needs, activities, interests and achievements.
- Contributing to the progress records, The two year progress check, All about me form, Tapestry.
- Parent feedback sheets, Parent questionnaires.
- Sharing experiences, activities and special times and events – newsletters, Facebook
- Helping provide, share and look after equipment, experiences and resources.
- Being part of our Parent committee.
- Join in social fundraising events.
- Form friendships with other parents in the setting.

We aim to foster a culture of strong partnerships with parents and caregivers by

- Sharing information
- Our Key Person relationships
- Regular communication about your child's day through,
  - Tapestry – Online Learning Journal
  - Open door, staff are available for informal chats.
  - Parent Meeting – please contact your Key Person to organise mutually agreeable time.
  - Notice board – sharing our day of activities with photo's
  - Weekly Update and Half Termly Newsletters
  - Facebook
  - Phone calls and Emails – feel free to contact us with any query or concern
- Parent committee
- Parent social events

Cranmer Preschool's Committee is made up of dedicated parents and we welcome new members. Please ask a member of staff for details.

Cranmer preschool work with agencies and specialist services when required to help all children progress. We will always talk to parents or caregivers before sharing any information with outside agencies. We always work together, aiming for the best outcomes for the child.

Cranmer preschool work in partnership with

- Parents
- Schools
- Early years teacher support team from Nottinghamshire County Council.
- Bingham Children's Centre
- Speech and languages services
- Paediatrician

## Cranmer Preschool Staff – Autumn 2018

Position	Name	Level of Qualification	Designated Role
Preschool Manager	Penny Sharpe	Level 7	Safeguarding Lead
			Language Lead
			SEND Lead
			Equality & Diversity Lead
			Behaviour Management
			Health & Safety Lead
			First Aider
Preschool Deputy Manager	Laura Flowers	Level 3	Fire Safety Lead
			Safeguarding Officer
			Healthy Lifestyle & Hygiene Lead
Preschool Practitioner	Linda Bradley	Level 6	Language Deputy
			First Aider
			First Aider
Preschool Practitioner	Julie Brown	Level 3	Mathematical Lead
			Yoga Lead
			First Aider
Preschool Practitioner	Heather Fox	Level 3	Science Lead
			First Aider
Preschool Practitioner	Angela Hazard	Level 3	First Aider
			Creative Media Lead
Preschool Practitioner	Julie Pratt	Level 3	First Aider
			Sensory & Manipulative Lead
Preschool Practitioner	Keeleigh Spence	Trainee – Level 3	First Aider
			Natural World Lead
Preschool Practitioner	Fi Thomson	Trainee – Level 3	Cultural Lead
			Children Wellbeing Lead
Preschool Practitioner	Jacquie Tyler	Level 3	Health & Safety Deputy
			First Aider
Office Administrator	Louise Hare-Goss	Level 4	Music Lead
			Makaton Lead
			First Aider
			Data Protection Officer

All qualified Early Years Practitioners are fully trained in Paediatric First Aid.

As part of our continuous professional development and reflective practice we have an ongoing programme for staff of peer observations, supervisions and appraisals. This enables identification of learning opportunities to further develop our knowledge and skills.

At Cranmer Preschool we work with high ratios of practitioners to children, the Early Years Foundation statutory framework advises the following ratios.

- 1 Practitioner: 4 two year olds
- 1 Practitioner: 8 three or four year olds

### Reflective practice

We are constantly reviewing our practice at Cranmer preschool and welcome parent's, children's and visitor's feedback. This can be when we send out our annual questionnaire or comments are welcome anytime via e-mail, phone or in person. This will feed into our action plan and shape our provision.

### Your child's Key Person.

As soon as we have agreed the sessions your child will attend you will be assigned a Key Person, more information is available in 4.1 The role of Key Person in our setting. The Key Person works with parents to ensure the child is supported from an individual starting point to reach their full potential. Your child's Key Person will take a special interest in meeting the needs of your child however at Cranmer Preschool all staff will interact and develop relationship with all our children. Your child's Key Person will be responsible for making observations, keeping records of your child's achievements and making sure your child is happy, settled and fulfilling their potential. Your child's Key Person is always available for a meeting to discuss any matter regarding your child's time at Cranmer Preschool.

### Cranmer Preschool Daily routine.

Time	Routine	Doors open for children to arrive or leave.
7.45am-9am	Breakfast club. Children are offered apple juice, water or milk to drink. With a choice of cereal and toast to eat.	7.45am-8.50am
9am	Open door. An opportunity to see your child's Key Person.	9.00am-9.15am
9.15am	Register. Our Hello song and time to plan our play today.	
	Open ended play – Indoor/outdoor free flow	
10.15am	Snack time.	
	Open ended play - Indoor/outdoor free flow	
11.50am	Tidy away time.	
12noon	Group time	12noon
12.15pm	Lunch time in the school hall.	
1.15pm	Register	1.15pm
	Open ended play - Indoor/outdoor free flow	
2.15pm	Snack time	
	Open ended play - Indoor/outdoor free flow	
3.10pm	Tidy away time.	
3.15pm	Group time.	
3.30pm	After school club.	3.30pm
4.15pm	Light meal provided.	
6pm	Cranmer Preschool closes.	Collect anytime between 4pm-6pm

**Snack Time.**

At Cranmer Preschool we see Snack Time as an opportunity for children to help prepare the tables and fruit for us all to share as part of a social time of the day; when we talk about our play, special events in our lives and healthy eating. It is an ideal time to develop understanding of British Values and social skills, through sharing, using good manners and listening to each other. Children love to share special events at Cranmer Preschool, such as their Birthday - children can bring cakes in, if the cakes are home made or in packaging we might not be able to give them out at snack time but send them home with the children due to dietary requirements. Refer to Policy 6.5 food and drink and 6.6 food hygiene for further information.

**Group Time.**

The content of Group Time varies depending on the children present, it is an excellent time to consolidate learning by reflecting on the session's activities, always inviting contributions from the children.

We share children's achievements, sometimes in the form of "wow" moments.

During group time we practice our listening and attention skills, rhyming, musical instruments, singing, sharing a book, listening to each other or playing cooperatively. These activities are focused around phonics and mathematics but cover the whole curriculum.

**Open Ended Play.**

Open ended play is a combination of child initiated and practitioner led activities, based around exploring using all five senses, experimenting, concentrating, planning, and reviewing. The enabling environment is tailored to provide each child with experiences that enables them to progress in all areas of the curriculum.

**Settling your child at Cranmer Preschool.**

Leaving your child can be quite hard for parents, especially when it's the first time, we are here to support you and you are welcome to phone us at any time.

Every child is an individual and their emotional needs differ, this will be taken into account when arranging a settling process. One process could be the following three visits or an adaptation to meet you and your child's needs.

**Visit 1.**

The aim is to help your child feel familiar with our environment, it's an opportunity for parents and children to meet the practitioners and stay and play.

**Visit 2.**

As well as feeling familiar with our environment children need to become comfortable with our practitioners. The parent is encouraged to step back and become less involved and gradually hand over to a practitioner.

**Visit 3.**

When the child is playing happily the parent will be asked to leave for a short period, we encourage parents to say 'goodbye' and 'I'll be back soon after your playtime'.

Some children may not need to go through the whole process, but we want to be sure each child feels confident about attending Cranmer Preschool and forming strong relationships with their Key Person and all staff. We will work with parents to plan a settling process that works for the child and the parent.

**Your child's first week.**

We will ask you to complete an "All about me" form this will help us gather information about your child. Your child's Key Person will give you a short daily diary for the first two weeks, to help us settle your child we will ask for a home diary, talking about and sharing photos of familiar events, pets and family helps children feel they belong.

**Clothing.**

- Please label everything.
- Please make sure clothes and shoes are suitable for a full active day at Cranmer Preschool.
- Please make sure clothes, coats and shoes are suitable for all weather conditions, we do go outside in all weathers.
- Whilst children are learning to be independent in their self-care, it's important they can manage their clothing by themselves (elasticated wastes, velcro shoes, please).

**Your child's bag.**

- Please label everything.
- Please bring spare clothes, disposable nappies and wipes if required, water bottle, comforter if required, see Policy 6.4 nappy changing for further information.

**Sun Cream**

- Please ensure your child arrives at Preschool with 8 hour, minimum factor 30 sunscreen, with UVA five star rating, during the summer months.
- Please ensure you send the sun cream with your child so it can be reapplied later in the day if necessary.

**Lunch Bag**

- Please label your child's lunch bag, lunch boxes and water bottle.
- Please can you ensure you include a frozen Ice Pack in your child's lunch bag throughout the year, as we do not have a provision to chill all the lunch bags.
- Please be mindful of choking hazards such as whole grapes, whole cherries when packing your child's lunch.

**Meals/snacks**

Cranmer Preschool provide breakfast, snacks and light meals prepared by Practitioners with a relevant qualification in Food Hygiene. Cranmer Preschool is regulated by Food Standards Agency. Refer to Policy 6.5 Food and Drink and 6.6 Food Hygiene for further information

Please keep Cranmer preschool informed of any changes to your child's dietary requirements.

Archbishop Cranmer Primary Academy provide a cooked school meal at lunch time at an extra cost of £1.90 payable via ParentPay directly to Archbishop Cranmer Primary Academy or your child can bring sandwiches.

**Sleep**

Children who require a sleep are provided with that opportunity during the day, usually after lunch time. Please inform your child's Key Person if there are any changes to your child's sleep requirements.

**Car park**

In the interest of all children's safety please do not drive up to Cranmer preschool's gates between 8.30am till 4.30pm. Thank you for your co-operation in this matter.

**Policies and Procedures.**

For information on Cranmer Preschool's admissions, Fees, Funding or invoices, please see our Policies and Procedures (including our Terms and Conditions) on our website or please ask for a copy held in Cranmer Preschool.

## **Home School learning**

- Always remember BE POSITIVE, praise what your child can do, avoiding comparing your child with others or expecting more than your child is currently capable of achieving - keep expectations realistic.
- Please encourage your child to be independent in their personal care, eating, dressing and toileting.
- Social skills are essential and are hard to learn, playing games and sharing resources help.

## **Sharing resources.**

To support your child's learning we encourage you to share our resources, this can be ideas, jigsaws, books or recipes. Please ask your Key Person or a practitioner. We will send out "something fun to try at home" in our half termly newsletter.

## **Some ideas to use at home.**

- Looking at numbers, colours, words, signs and letters you see when out and about.
- Cut out and stick pictures from a magazine
- Plant seeds in pots
- Comment on their play, extending their language.
- Sing and tell nursery rhymes.
- Count every day actions and objects.
- Talk about simple concepts, size, height, weight, full/empty.

We have produced leaflets to help support parent's understanding of how Cranmer Preschool develops children's knowledge of Phonics and Numeracy. We follow a Phonics programme called Letters and Sounds, using Stage One ideas which emphasises development of listening and attention skills. These are available from your child's Key Person.

We are committed to working in partnership with you to develop your child's skills and knowledge to prepare them for the transition in to the next stage of education.

## **Transition to the next stage of education**

We have strong links to our local feeder schools, who visit us before your child starts. This is a good opportunity for sharing information and meeting new faces in a familiar environment.

If your child is due to attend Archbishop Cranmer Academy they will be offered a place in 4plus the term after they turn 4 years old.

## **Recording accidents, incidents and pre-existing injuries.**

### **Accidents.**

While every effort is made to ensure that play is safe, accidents will happen. All accidents are recorded in line with Policy 6.3 Recording and Reporting of accidents and incidents and you will be informed when you collect your child.

In the case of a more serious injury, you will be contacted immediately. If for any reason, we are unable to contact the you or any of the named emergency contacts we would seek medical advice and where necessary emergency services will be called. There is always a Paediatric First Aid trained practitioner at Cranmer preschool.

### **Incidents**

Every effort will be taken to prevent incidents from happening however if your child is involved with an incident, we will talk to you about the events, how we dealt with the incident and work with you to stop any repeating unwanted behaviour.

### **Pre-existing accidents**

If your child has had an accident or sustained an injury whilst not in preschool, we are required to record this on the child's arrival at Preschool, on a Pre-existing Accident form, in line with Policy 6.3 Recording and Reporting of Accidents and Incidents.

### **Medical concerns.**

We will always contact parents/caregivers immediately if we have any concerns about your child's health, and you may be asked to collect your child.

At Cranmer Preschool we have a **48 hour exclusion policy after sickness and diarrhoea**. Please keep your child at home if they are ill or infectious.

Below is a table of common Childhood ailments and the procedures you should take regarding you child's attendance at Cranmer preschool.

Illness/ailments	Cranmer preschool's procedure.
Sickness, Diarrhoea, Food poisoning.	The child should be kept at home for at least 48hours following the last bout of illness.
Headlice.	If lice or eggs are found please treat, following the directions on the product. Your child may attend Cranmer preschool as long as treatment is administrated.
Hand, Foot and Mouth.	May attend Cranmer preschool, unless your child is feeling unwell.
Impetigo.	Impetigo is highly contagious condition and all children should be kept at home until they have received 48 hours of antibiotic treatment.
Chickenpox.	The child should stay at home 5 days from the onset of the rash.
Conjunctivitis.	The child can attend if they are being treated for the condition.
Slap Cheek.	May attend Cranmer preschool, unless your child is feeling unwell.
Mumps, Measles and Rubella.	The child must stay at home for at least 5 days after diagnosis or longer if unwell.
Whooping cough.	The child must stay at home for at least 5 days from commencing antibiotic treatment or 21 if no antibiotic treatment.
Scarlet Fever.	The child must stay at home for at least 5 days from commencing antibiotic treatment or longer if unwell.