



# Buttercups

Community Pre-school

## **Starting Pre-school – what do I need to know?**

### **Arriving in a morning**

The Pre-school day starts at 8.50am, the same time as The Meadow School. We are located in a mobile classroom located on the playground of the School. The Pre-school can be accessed from the front of the School (walk to the right and through the KS1 playground), or from one of the back gates situated on School Lane.

On arrival, please wait in the playground and not on the ramp until the out of school club leave the building and one of the Pre-school staff opens the door. Once the doors have been opened, please come in and get your child settled. You are welcome to stay for as long as you want to ensure your child is confident and happy for you to leave him/her.

The School Caretaker locks the gates shortly after 9am, so if you have not left the setting before the gates are locked you may need to leave the site via the School Office. Please speak to a member of staff, who will be able to assist you.

### **Picking your child up at 12pm, 1pm, or dropping them off at 12pm**

The back gate is opened by a member of staff at 5 mins to the hour. Please wait in the playground and your child will be brought out to you, or taken into the setting by a member of staff. Depending upon

the number of children leaving the setting children may be brought down to the bottom gate to meet you there.

Please ensure prompt pick up/drop off so that staff are not detained unnecessarily and can return to the classroom. If you are going to be late please contact the setting on 01223 894608.

If we have parents/carers persistently picking up children late we may need to charge you to cover our extra staff costs.

### **Picking up at 3pm**

Afternoon sessions finish at 3pm. The gates to the School will be opened by the School Caretaker. Parents can enter the School by the front, or back gates. Unfortunately we are unable to release the children until the Caretaker has opened the gates

### **Wrap around care**

The Meadow Out of School Club, who operate in the same building as Pre-school now take Pre-school children before 8.50 am and after 3pm. If you want to make use of this facility please speak to a member of staff.

### **Picking up your child early or dropping off late**

If you need to pick up your child early, or drop them off later in the day please let a member of staff know and go to the School Office at the front of the School. The School will then contact the Pre-school and a member of staff will come and escort you through the School buildings and into the setting.

### **Nominated collectors**

Children will only be released to people identified as nominated collectors on their application form. Please inform a member of staff if someone other than yourself or your nominated collector(s) will be picking up your child as we will not release children without prior authority.

## **School play equipment**

The School have requested that children do not play on the School's play equipment before or after School, because the equipment is unsupervised at these times. Children should also not ride scooters or bikes on the School's paths.

## **What have I done at Pre-school today?**

There is a white board on the outside wall of the mobile classroom explaining what activities have been taking place in the session and what snack was provided. Children are free to access what activities they like. If you want to know more please speak to a member of staff.

## **Coats, bags and wellingtons**

Each child is allocated a peg with their photograph where they can hang their belongings (i.e. spare clothes, nappies (if applicable) and coats). These pegs are located in the middle of the building next to the toilets and kitchen. Please be aware that this area can get quite busy at morning drop off.

Please bring a spare set or two of clothes, particularly for children who are potty training, as accidents can happen. We also have a welly rack where wellies can be hung. This is located in the hallway before you enter the classroom.

We are encouraging the children to wear indoor shoes whilst in the classroom (slippers if they prefer) and then before we go into the garden we will change into outdoor shoes (wellies /old shoes preferably). This will prevent the floors and carpet area from getting muddy and messy.

Buttercups try to go outdoors whatever the weather! So please make sure your children are properly equipped for the weather – warm clothes, waterproofs, gloves and hats for the winter, and sunhats and sun cream during the summer. If possible please label everything with your child's name, so lost items can be returned promptly.

Children can get quite messy at Pre-school so we suggest that they come in old clothes so that their best items are not damaged. Aprons are available and we encourage children to wear them for messy activities, but paints and pen can still find their way on to clothes.

### **Comforters and toys**

Lots of children try and bring their favourite toys with them into the setting. Whilst some children need comforters to help them settle, we try and discourage children from bringing lots of toys, as other children tend to want to play with them and they could get lost. We have lots of cuddly teddies and toys in the setting.

### **Lunch boxes and water bottles**

If children are staying for lunch there are two large plastic boxes in the classroom for children to put their lunch boxes inside. There is also a box for water bottles.

There is always a jug of fresh drinking water and cups available for the children throughout the day. A drink of water or milk is also available at snack time. However we are encouraging the children to bring a bottle of water which they can leave in the box and access whenever they choose. These can then be taken into the garden for playtime.

Therefore we ask if you can please bring a water bottle each session which is clearly named (separate from their lunch drink if they stay all day).

### **Children's trays**

Each child will be allocated a tray that they share with another child. The trays have the children's photographs on. They are located on the right wall, past the heater in the main classroom. The children know where their trays are and will put in their art work and the creations they have made when attending the setting. Letters will occasionally be left in here as well. Staff will empty the tray before home time and give the contents to the children. However,

sometimes we forget, so please feel free to look in the trays when you drop off your child.

### **Absence/Sickness**

If your child is going to be absent from Buttercups because of holidays or sickness we ask that you ring or e-mail us and tell us about the absence so that we can plan and adjust our session activities accordingly. Our number is **01223 894608**, or e-mail **buttercupspreschool@yahoo.com**.

If your child is ill it is useful to know about the nature of the illness so that we can monitor the other children in the setting for any symptoms. A list of infectious illnesses and recommended absence periods is available at Pre-school.

Please do not bring your child to Pre-school if they are ill as bugs can spread very quickly between the children and if children are sick they tend to be very miserable and just want to stay at home.

### **Parent mail**

To cut down on the number of paper documents we issue we tend to send out most letters and information about Pre-school to you via e-mail. The termly newsletter is sent electronically. Please make sure that we have your most up to date e-mail address. If you have any problems accessing or printing emails please speak to a member of staff.

### **Use of mobile phones and social network sites**

Now that the majority of mobile phones have cameras and recording capabilities, we have a mobile phone policy in place in the setting to protect the children in our care. This means that all staff and any visitors to the setting do not keep phones on their person, they have to be put securely in the office. To support us with this, we ask that

you do not use your mobiles in the classroom when dropping off/collecting.

Due to the increased use of social networking and issues in child protection we wanted to make you aware of our policy in this area. Buttercups Preschool understands that social network sites are meant to be a fun environment for people to communicate through. Whilst Buttercups does not monitor social networking postings, please understand that we reserve the right to take appropriate action if we become aware of comments or photos that are directed at Buttercups or any staff members and are:

- inappropriate, i.e. profane, defamatory, disparaging, harassing, threatening, or obscene
- violate another's copyright or intellectual property
- deceptive, or misleading
- offensive graphically, or misleading.

Please note that Buttercups Preschool does not endorse any opinions not specifically posted by ourselves. Additionally, Buttercups is not responsible for the accuracy of the claims, information, advice, or comments posted by visitors of the sites.

### **Funding forms and invoicing**

Funding forms for funded children will be sent out before or at the beginning of term. Only 1 form is now required for the whole year, unless sessions change, then a new form will need completing.

Invoices for unfunded places or extra sessions will be issued within a few weeks of the start of each term. The invoice will cover the whole term, but can be paid in instalments.

Invoices for snack payment will also be sent at the start of each term.

## **Anything else?**

You will probably have other questions or may be aren't sure about things, so please speak to a member of staff. We are available for you to talk to us at drop off and pick up times. However, if this is inconvenient or you have an issue that requires some time please arrange an appointment to meet at a mutually convenient time.

We hope you and your child have a happy experience at Buttercups.

The Buttercups Team